

Hi -

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process thanks

Message

From: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
Sent: 5/31/2017 9:02:12 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Notes from today's meeting with SSCs/LERD/DRES D re: V-V

Loretta,

This is an excellent summary. For future communication, recommend reference to "targeted positions" rather than "employees" given position basis. If it's critical in your view, recommend resend with edit.

Regards,
Liz

From: Hunt, Loretta
Sent: Wednesday, May 31, 2017 2:00 PM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Notes from today's meeting with SSCs/LERD/DRES D re: V-V
Importance: High

Thanks again for participating.

I've summarized the notes from today's meeting based on subject.

Communications

- A general notification from agency senior management is expected to be sent out soon. A more detailed notification (with proposed targeting information) will be sent to employees at a later date.
- PAB hasn't seen the general notice draft but will share with SSCs/LERD/DRES D, if possible.
- OHR has created a V-V intranet site for employees at <https://www.epa.gov/ohr/policy/buyouts/>. SSCs/DRES D/LERD/PPTD can add useful information as necessary.
- Need to develop employee FAQs. Draft attached.

LERD

- Hard to predict how negotiations will go with the unions.
- The agency has to provide notice. Unions can demand to bargain or submit proposals within certain timeframes. Based upon some agreements, the agency is late with its notice requirements.
- Targeted positions aren't negotiable. Retirement training and selection criteria are negotiable.
- Bob C. has reached out to former EPA LERD staff to get information on previous V-V negotiations.

SSCs/DRES D

- Benefits POCs will meet soon to discuss process.
- SSCs are working with IT to update the web-based database for V-V applications/actions. SSCs to review the new database second week in June.
- Benefits POCs will develop webcasts and other helpful resources for targeted employees.
- Employees will receive detailed application instructions in a future notification.
- V-V database will have information for agency reports/accountability purposes.
- Liz forwarded notification templates from previous V-V.
- Latest OPM benefits notice on V-V retirement processing can be found at <https://www.opm.gov/retirement-services/publications-forms/benefits-administration-letters/2016/16-301.pdf>
- Need to ask senior management about prohibition on movement that may alter eligibility (reassignment/staffing) during V-V process.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/5/2017 6:39:04 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: Confidential - Internal Deliberative Correspondence
Attachments: Competitive Area Competitive Level Policy Bulletin DRAFT.docx

Importance: High
Sensitivity: Company Confidential

LOL—I forgot to send! Sorry!

From: Helm, Arron
Sent: Monday, June 05, 2017 11:07 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Confidential - Internal Deliberative Correspondence
Importance: High
Sensitivity: Confidential

**Internal Management Deliberative Correspondence
Not for Distribution**

Debbi, per our discussion.

Let me know if you would like to discuss or if you'd like me to set up some time for us to chat with Donna.

-Arron

Arron E. Helm
Director
Office of Administration and Resources Management
Research Triangle Park
(919) 541-4252



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Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/27/2017 12:48:55 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: FW: VERA VSIP Applications Received - Final Number

From: Showman, John
Sent: Thursday, July 27, 2017 8:29 AM
To: Flynn, Mike <Flynn.Mike@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: VERA VSIP Applications Received - Final Number

Here are the final numbers ...

The final VERA/VSIP numbers are below.

483 VERA/VSIP applications have been received agency-wide.
Below is the breakdown by SSC and then by Program/Region.

ALL by HR SSC

| HR Shared Service Center | Total | |
|--------------------------|--------|--|
| Cincinnati | 206 | |
| ERD | 3 | |
| Las Vegas | 54 | |
| RTP | 220 | |
| | Total: | |
| | 483 | |

| Program or Region | Total | |
|-------------------|--------------|--|
| AO | 14 | |
| OAR | 4 | |
| OARM | 31 | |
| OCFO | 17 | |
| OCSPP | 15 | |
| OECA | 48 | |
| OEI | 17 | |
| OGC | 2 | |
| OTA | 3 | |
| OLEM | 20 | |
| ORD | 33 | |
| OW | 25 | |
| Region 1 | 27 | |
| Region 10 | 7 | |
| Region 2 | 9 | |
| Region 3 | 59 | |
| Region 4 | 28 | |
| Region 5 | 32 | |
| Region 6 | 39 | |
| Region 7 | 33 | |
| Region 8 | 4 | |
| Region 9 | 16 | |
| | Total 483 | |

To: Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Carter, Rick[Carter.Rick@epa.gov]; Helm, Arron[Helm.Arron@epa.gov]
Cc: Parker, Gary[parker.gary@epa.gov]
From: Atkinson, Ryan
Sent: Thur 7/27/2017 11:54:24 AM
Subject: RE: Question on VERA/VSIP

I agree, this is the first we're hearing about this in RTP.

Ryan Atkinson

Deputy Director

US EPA, HRMD, RTP

Phone: 919-541-2425

Fax: 919-541-1360



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From: Engebretson, Lizabeth
Sent: Wednesday, July 26, 2017 5:11 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>

Subject: RE: Question on VERA/VSIP
Importance: High

Loretta,

This is news to me, as my jaw drops when reading your message. From LV SSC, not aware of names being released or of OCFO's activity, plus no one has official V/V offers, either. This doesn't make sense, nor is it in line with planned activity on the V/V schedule developed by OHR.

Regards,

Liz

From: Hunt, Loretta
Sent: Wednesday, July 26, 2017 1:57 PM
To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>
Subject: FW: Question on VERA/VSIP
Importance: High

Are the SSCs aware of what OCFO is doing? I was not aware.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Vaughan, Pat

Sent: Wednesday, July 26, 2017 4:52 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Question on VERA/VSIP

I'm being told that OCFO has released the names of the applicants for VERA/VSIP to the various programs/regions and is asking that we do payroll and leave estimates on them. I want to be sure this is a request that we have been given the green light to reply to. I had been keeping the names of the applicants confidential as they may choose to withdraw, and eligibility has not even been determined yet. If we are ok to do this, fine, but just seemed odd.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://> Ex. 6 - Personal Privacy

Message

From: Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]
Sent: 8/8/2017 5:06:08 PM
To: RHRO [RHRO@epa.gov]; OHR PMOs [OHR_PMOs@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
BCC: Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
Subject: VERA/VSIP Allocation Flexibility
Attachments: EPA Prog and Reg Business Cases Final 7-31-17 agency flex up to caps adj....pdf

HR Community,

A few offices came to OHR and requested V/V allocation flexibility. We decided to ask OPM to allow all programs this flexibility (a few specifically asked in their initial business cases and were already approved).

The new language added to the agency's business case (pg. 3, attached) specifically states:

Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded.

What this means is that offices can shift slots to oversubscribed categories from undersubscribed categories. For example:

Region A allotted 5 V/V slots for eligible 301s and 5 slots for eligible 0028s. The servicing SSC received 7 applications from 301s but only 3 applications from 0028s. Region A may now move the 2 surplus slots allotted for the 0028 positions over to the 301 category to allow more eligible applicants to take V/V.

Please note, the region or program office may not:

- Exceed the organization's maximum V/V cap approved by OPM and OMB.
- Add additional positions to the eligibility pool.
- Approve more positions to vacate in a series/location/subcomponent than the organization can realistically handle. Remember, all positions (except designated safe positions) vacated under V/V must be eliminated or restructured. The organization must be still be able to function/meet mission needs once employees vacate.

If you have any questions or concerns, please contact me or your servicing HR Shared Service Center.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA

Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]
Sent: 6/2/2017 2:13:05 PM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: Fw: Office of Water's VERA/VSIP Submission
Attachments: Office of Water VERA and VSIP Justification with Budget Final 05-24-17.docx; OW V-V Attachment 1 Final 05-24-17.docx; OW Org Charts for V-V request 05-24-17 Attachment 2 Final.pptx; OW Targeted Positions Template Attachment 3 Final 05-24-17.xlsx; OW V-V Attachment 4 Final 05-24-17.docx

FYI

From: Hart, Debbi
Sent: Thursday, May 25, 2017 5:37 PM
To: Parker, Gary; Kuhns, Jason; Willig, Jeanine; Hunt, Loretta
Subject: FW: Office of Water's VERA/VSIP Submission

That's 18

From: Torrez, Alfredo
Sent: Thursday, May 25, 2017 4:00 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Shapiro, Mike <Shapiro.Mike@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Best-Wong, Benita <Best-Wong.Benita@epa.gov>; OW Deputy Office Directors <OWDeputyOfficeDirectors@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Fontaine, Tim <Fontaine.Tim@epa.gov>
Subject: Office of Water's VERA/VSIP Submission

Debbi,

Attached the Office of Water's VERA/VSIP package. Included in our submission is:

- Two-page narrative justification with budget information
- Attachment 1 – Targeted Positions and Maximum Number of VSIPs
- Attachment 2 – Org Chart Post VERA/VSIP
- Attachment 3 – Targeted Positions Template
- Attachment 4 – Projected Costs and Savings

Please feel free to contact me if you have questions.

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: Ex. 6 - Personal Privacy
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**U.S. Environmental Protection Agency
Request for
Voluntary Separation Incentive Payments
and
Voluntary Early Retirement Authority
for
Organization XYZ**

- I. Introduction**
- II. Background**
- III. Reshaping the Workforce**
- IV. Budget Neutrality/Costs/Savings**
- V. Template for Combined VSIP/VERA Request**

Attachments:

Attachment 1 – Current Organization Chart

Attachment 2 – New Organization Chart

**Attachment 3 – Targeted Positions and Maximum Number of VSIPs/VERAs to be
Offered to Targeted Positions by Office and Series**

**U.S. Environmental Protection Agency
Office XYZ,
Voluntary Separation Incentive Payments
and
Voluntary Early Retirement Authority**

I. Introduction

In accordance with Section 1313(b) of the Chief Human Capital Officer's Act of 2002, the U.S. Environmental Protection Agency (EPA) is requesting approval authority through XX/XX/XX for the use of Voluntary Separation Incentive Payments (VSIP/Buy-Out) and Voluntary Early Retirement Authority (VERA/Early-Out). Organization XYZ will use these authorities to:

Both the VSIP and VERA opportunities will be offered to staff in targeted series in the XX components of Organization XYZ. As noted in section III, targeting decisions were made by senior managers based on the specific mission needs required to reshape their offices. This proposal sets a maximum number of VSIP/VERAs to be offered for each series in each office. Decisions on who receives VSIPs will be made on the basis of _____.

II. Background

III. Reshaping the Workforce

IV. Budget Neutrality/Costs/Savings

Budget Neutrality

This request for VSIP and VERA, if approved, will be conducted so that no funds or resources other than those appropriated for use in Fiscal Year (FY) XXXX will be used or required.

As mandated by the Office of Management and Budget (OMB) for early-out/buy-out requests, Organization XYZ's request certifies that the early-out/buy-out will be budget neutral. That is, the early-out/buy-out authority will not result in any increased costs above current or future FY appropriations to pay for costs incurred for buy-out cash payments, annual leave cash payouts, or any other costs, including those associated with refilling the resulting vacancies.

Direct Costs

Estimated Savings

Indirect Costs

V. Combined Request for Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA)

Agency:

Covered Component(s):

VSIP and VERA

1. Explain the workforce situation the organization needs to address through VSIP and VERA that would otherwise require involuntary personnel actions, e.g., delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.

2. Identify the end date for separations under VSIP and VERA.

Provide the end date for the authorities as well as the final date for employees to separate from the agency's employment roles.

Required information for VSIP request

3. Identify the specific positions and functions to be reduced or eliminated by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position, such as skills and knowledge gaps.

4. Describe the categories of employees who will be offered VSIP by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills or knowledge gaps, or retirement eligibility.

This should be a description of all groups of employees who will receive VSIP offers. The agency should use categories such as position titles, occupational series, grade levels or function(s) performed (e.g., maintenance workers, support staff, etc.). The request should also specify the geographic area(s) where the employees are located.

5. Identify the number of VSIPs to be paid and the maximum amount of each VSIP (up to \$25,000).

6. Describe how the organization will operate without the eliminated positions and functions identified in number 1.

7. Provide a proposed organization chart showing the expected changes to the organization's structure after completing the VSIP plan.

This chart should show the agency (or component within the agency, if the VSIP request is for a single component) minus the eliminated or restructured or redescribed positions (different grade, title, function(s), etc.). In order to effectively show the meaning of this information, it would be useful to display a current organization chart as well.

8. If requesting, or will request, VERA, describe how that authority will be used in conjunction with VSIP.

This discussion should explain the extent to which the agency believes it will reach its voluntary separation goals by combining VERA with VSIP as an enticement for voluntary separation. If the agency believes the VERA, when used with VSIP may entice certain employees to retire early to receive

a VSIP, it should provide that information and explain the anticipated, positive effect that VERA will have on the VSIP acceptance rate.

9. If offering VSIPs under another statutory authority, describe how VSIPs are being used under that authority.

Not applicable.

Required information for VERA request

10. Provide the anticipated effective date of the substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping described in number 1.

(Note: The date provided should not be earlier than the ending date provided in number 2)

11. Provide the total number of permanent employees in the agency or covered component(s).

12. Provide the total number of permanent employees in the agency or covered component(s) who are expected to be involuntarily separated, downgraded, transferred, or reassigned as a result of the reason(s) in number 1.

For example, if you are requesting VERA based on a need to reshape your workforce to correct skills imbalances, you will likely experience voluntary separations, reassignments, and reclassifications. The sum of these anticipated actions is the number we're seeking.

13. Provide the total number of employees in the agency or covered component(s) who are eligible for voluntary early retirement. (Do not include employees eligible for optional retirement.)

14. Provide an estimate of the number of employees in the agency or covered component(s) who are expected to take voluntary early retirement.

15. Describe the types of personnel actions anticipated as a result of the reason(s) in number 1 (e.g., reassignments, downgrades, separations) that would occur without VERA.

Attachments

Attachment 1 – Current Organization Chart

Attachment 2 – New Organization Chart

**Attachment 3 – Targeted Positions and Maximum Number of VSIPs to be
Offered to Targeted Positions by Office and Series**

Message

From: Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]
Sent: 6/2/2017 2:08:51 PM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: Fw: VERA VSIP Follow up
Attachments: OCSPP Draft V-V Business Case. revised on 6.2.17.CLEAN.docx; OCSPP Targeted Positions Template.revised on 6.2.17.xlsx

FYI

From: Graf, Kate
Sent: Friday, June 2, 2017 9:44 AM
To: Parker, Gary
Cc: Cleland-Hamnett, Wendy; Wise, Louise; Morales, Oscar; Berkley, Bruce; Hart, Debbi; Hunt, Loretta
Subject: RE: VERA VSIP Follow up

Gary,
Attached is an updated version of OCSPP's VV plan and spreadsheet that removes SES.
Thanks,
Kate

From: Parker, Gary
Sent: Thursday, June 01, 2017 12:54 PM
Subject: VERA VSIP Follow up
Importance: High

With the recent decision below eliminating all SES/SL/ST positions you identify in your V/V plan, will you adjust your numbers based upon this? If so, please let me know and please submit as soon as possible.

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) Ex. 6 - Personal Privacy

From: Hunt, Loretta
Sent: Thursday, June 01, 2017 11:06 AM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Subject: RE: V/V Follow up
Importance: High

Everyone, an organization asked if the guidance on SES positions also applies to SL/ST positions? The answer is: yes.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

On May 31, 2017, at 11:43 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

FYI

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:24 AM
To: 2017HQfirstassistants; 2017Regionfirstassistants; DAA-Career; DRA; ARA
Cc: Hart, Debbi; Hunt, Loretta; Showman, John
Subject: V/V Follow up

Hi Everyone,

Yesterday the question was asked if SES can be included in the pool. I consulted with Mike. If an SES position is included it would need to be abolished and the organization's pool of SES reduced. Please call if you have questions.

Best,
Donna

To: Smith, Susan[Smith.Susan@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Datcher, Dawn[Datcher.Dawn@epa.gov]
From: Hunt, Loretta
Sent: Thur 5/18/2017 9:35:49 PM
Subject: RE: Questions
VERA- VSIP FAQ's Managers 5-12-17.docx
FW: EPA Workforce Reshaping Information

Susan,

1. You need to be specific about which organizations are being targeted. You may modify the spreadsheet to capture sub-offices. Please see the examples attached.

To unlock the file:

Click on the "Review" tab up on the green header

Click on the "Unprotect sheet" icon

Enter "blue" as the password

2. Yes, you may change supervisory series.

3. I don't understand your question about safe positions. Please refer to the FAQs attached.

4. Targeted SES slots that are vacated must be returned to the agency for reallocation. Please follow-up with ERD for guidance.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Smith, Susan

Sent: Thursday, May 18, 2017 5:19 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Datcher, Dawn <Datcher.Dawn@epa.gov>

Subject: Questions

So, I have a few more questions.

1. Thinking about next week's reporting. I noticed the sample spreadsheets you provided are only at the office/region level by location and occupational series and grade. How far in the weeds do we need to go. We'd like to offer VERA/VSIP broadly. Also, the submission we prepared a few years ago looks like they were only at the sub-office/division level. Does that sound right to you?
2. If we list supervisory positions in the pool, must we eliminate them or can we change to a different series in order to realign with the current staff. Remember that issue that we're having with the series determinations for supervisory positions. In some offices, we may have an Supervisory EPS supervising technical staff. While they are grandfathered now, we will be faced with changing the series later on if they leave. If we offer that supervisor a VERA/VSIP now, couldn't we then hire a technical series behind them. This comes into play with some of our critical positions in our regional locations where we have a workgroup member and policy experts. Would these be considered safe positions??
3. Are SES positions able to be backfilled?

Thanks!

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

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202-564-6656 (office)

Ex. 6 - Personal Privacy

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Message

From: Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]
Sent: 5/5/2017 5:52:12 PM
To: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
BCC: Helm, Arron [Helm.Arron@epa.gov]
Subject: Safe Positions

Andrea, per our conversation. Arron and I asked OPM if such examples below were permissible. OPM finally explained the "safe position" concept in a meeting held yesterday with federal agencies.

Question: What is a "safe position" as mentioned in OPM's VERA and VSIP guidance?

Answer: A safe position is a position that isn't specifically targeted for elimination or restructuring but would allow for the placement of another employee who's targeted position would be eliminated or restructured if vacated under V-V. Basically, it's a flexibility that allows the agency to cast a wide net to encourage voluntary attrition while still meeting the elimination/restructuring requirements of the V-V authorities. Of course, this option assumes the employees who remain would meet the qualifications for the safe positions. The organization's business case must identify and explain any "safe position" plans.

Examples

The organization needs to eliminate and/or restructure five, GS-343-11/12 positions in Division A: Branches B and C. The manager offers V-V to all GS-343-11/12 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates/restructures five positions.

An HR organization will be restructuring to reduce staffing and recruitment capacity while increasing capacity in the benefits and retirement areas. Under the new guidance, V-V can be offered to employees in Staffing and Recruitment AND Benefits and Retirement so that the Agency can then move any remaining excess staffing/recruitment specialists into benefits and retirement positions vacated through V-V (for purposes of the example assume qualifications are not an issue).

A scientific organization focusing on Superfund Site Remediation is a safe organization, but the office will be reducing capacity and restructuring another organization where staff are in similar occupations with similar qualifications. This will result in the elimination of several supervisory positions in the latter organization. V-V can be offered to supervisors in both organizations, eliminating those that vacate in the latter, and moving supervisors who remain from the affected organization to any slots vacated in the Remediation group that is going to remain as is.

Newly Initiated OIG Reviews Report

February 8, 2017

| Audit Number/Name | Responsible Office/Contact | OARM Lead Office | Objectives | Audit Status | Action(s) Upcoming Due | Due Date |
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| OA-FY17-0139 Audit of EPA's Processes for Managing Background Investigations of Privileged Users and Taking Action to Remediate Weaknesses in Agency's Information Security Program | Office of Administration and Resources Management/Office of Environmental Information OARM Contact: Raphael Jackson/Jon Ross (POC) OEI Contact: Carrie Hallum OIG Contact: Vincent Campbell | OA | To determine whether the EPA: - Completed required background investigations for contracotr personnel with privileged access to EPA information systems. - Completed and documented actions taken to remediate weaknesses in the agency's information security program. | <ul style="list-style-type: none"> The OIG issued a notification memo on February 15, 2017. OARM and OEI to provide OIG with information (enclosed in memo) by March 1, 2017. OA and OAM will be providing information. COMPLETE Kick off meeting was held March 1, 2017 OEI and OARM will lead their own respective areas - OARM submitted a resonse to the Audit Documentation Request on March 1, 2017. Jon Ross to provide follow-up information to the OIG by March 17, 2017. | Provide follow-up information to the OIG by 3/17/2017. | 3/17/2017 |
| OA-FY16-0221 Review of EPA's Parking Subsidy Program | Office of Administration and Resources Management OARM Contact: Raphael Jackson OIG Contact: Heather Layne | OA | To identify and analyze risks in the EPA's parking subsidy programs. | <ul style="list-style-type: none"> The OIG issued a notification memo on August 1, 2016. OARM provided the OIG with a number of documents at the Kickoff meeting on August 15, 2016. The OIG intends to complete fieldwork by January 13, 2017. A status meeting will be held on January 18, 2017. Provide update on meeting. The OIG issued a Discussion Document, Audit of EPA's Employee Parking Benefits on February 23, 2017. Due date for review is March 10, 2017. OA set up a conference call on March 23, 2017 with the OIG to discuss the discussion document; a written response was provided to the OIG on 3/10/2017. | Provide oral comments to the OIG on the Discussion Document (March 10, 2016) - Conference call scheduled for March 23, 2017. | 3/23/2017 |
| OA-FY 16-0122 EPA's Fiscal Years 2015 and 2014 Hazardous Waste Electronic Manifest System Fund Financial Statements | OCFO/OLEM/OARM OARM Contact: Celia Vaughn OLEM Contact: Kecia Thornton OCFO Contact: Wanda Arrington | OAM | To determine whether: - The financial statements were fairly stated in all material respects. - The EPA's internal controls over financial reporting were in place. - EPA management compiled with applicable laws and regulations. | <ul style="list-style-type: none"> Audit was issued March 2016 to OCFO and OEI. OARM is now included with one recommendation due March 31, 2017. The OIG issued a draft report on February 27, 2017. OARM submitted a response (vetted by Donna Vizian) to OCFO to be included in a joint response with OCFO and OLEM on March 16, 2017. | Recommendation 2: Improve Contract Oversight. Due March 31, 2017 | 3/31/2017 |
| OA-FY16-0275 Audit of EPA Audio Conference Lines | Office of Administration and Resources Management OARM Contact: Brandon McDowell OIG Contact: Gloria Taylor-Upshaw | OROM | To determine whether the EPA's oversight and use of audio conference line services are an efficient and economical way to use taxpayer funds. | <ul style="list-style-type: none"> The OIG issued a notification memo to OEI, OARM and OCFO on August 18, 2016. A kickoff meeting was held on September 7, 2016. A status update meeting was held on January 11, 2017. The fieldwork expected completion and discussion document estimated issuance is April 2017. The draft report estimated issuance is June 2017. | Fieldwork Discussion Document estimated April 2017 Draft report issuance estimated June 2017 | 4/2017 6/2017 |
| OA-FY16-0063 <i>Audit of Management Controls for Voluntary Leave Bank Program</i> | Office of Administration and Resources Management OARM Contact: Tracye Smith-Starkey OIG Contact: Randy Holthaus | OHR | To determine if the EPA has established and implemented internal controls for the leave bank to prevent and detect abuse of the program. | <ul style="list-style-type: none"> A notification memo was issued on February 23, 2016. A kickoff meeting took place on March 21, 2016. The OIG issued a discussion document to OARM and OCFO on December 13, 2016. OARM is responsible for 12 of the 13 recommendations. A consolidated response was due by December 28, 2016. The OIG scheduled their follow-up meeting to occur on January 17, 2017. The purpose of the meeting will be to discuss OARM's and OCFO's responses to the OIG's discussion draft which is due January 13, 2017. OARM and OCFO responded to the discussion document on January 13, 2017, agreeing with six of the thirteen recommendations. A follow up meeting to discuss the recommendations on January 26, 2017. As of 2/13/17, OARM/OHR is working on the proposed OIG recommendations The OIG provided a status update and now plans to issue the Draft Report to EPA for formal review and comment by 4/19/17. <p>As of 3/14/17, awaiting the OIG draft report for formal review.</p> | 4/19/17 - OIG plans issuance of Draft Report | 4/19/2017 |
| OPE-FY16-0024 <i>EPA Has Adequate Controls to Manage Advice From Science and Research Federal Advisory Committees, but Transparency Could Be Improved</i> | Office of Administration and Resources Management OARM Contact: Lauren Lemley OIG Contact: Erin Barnes-Weaver | OROM/FACA | To determine: (1) what system(s) of controls the EPA has in place to engage with and manage the recommendations and advice from science and research FACA committees at EPA, and (2) whether the EPA's system(s) of controls are effective. | <ul style="list-style-type: none"> The OIG issued a notification memo on May 9, 2016. A kickoff meeting was held on June 1, 2016. The OIG issued a discussion document on November 30, 2016. OARM provided a response to the OIG on December 15, 2016. The OIG issued a draft report on January 10, 2017. Recommendations consolidated to two. OARM issued a response on February 7, 2017. The OIG issued the final report on March 13, 2017. | Lauren to input recommendations into MATS once final report is issued. Issue revised FACA Handbook by 12/31/17 | 12/31/17 |

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| OA-FY15-0174 (now OA-FY16-0188) <i>Acquisition Certifications Needed for Managers</i> <i>Overseeing Development of EPA's e-Manifest System Used for Tracking</i> <i>Hazardous Waste Shipments</i> | Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Rudy Brevard | OAM | To determine whether EPA management complied with applicable laws, regulations and agency guidance in the development of the electronic manifest (e-Manifest) system. | • The final report was issued on November 7, 2016. For OARM, the report is closed on issuance and no further action is required. | Lauren - Double check this was put into MATS before removing from this report | |
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| OPE-FY16-0026 Evaluation of Clean Air Act Inspector Training | Office of Administration and Resources Management OARM Contact: Raphael Jackson OIG Contact: Jim Hatfield | OA | To determine whether EPA Clean Air Act inspectors have met all training requirements. | <ul style="list-style-type: none">• The OIG issued a notification memo on June 7, 2016.• A Kickoff Meeting was held on June 23, 2016.• OARM is expected to have very limited involvement in this engagement.• Provided updated information to the OIG on March 8, 2017.• The OIG provided notification on March 14, 2017 that they are cancelling their evaluation of the EPA's Clean Air Act inspector training program in light of the Office of Enforcement and Compliance Assurance's planned internal review. | Remove from list as soon as status is updated in MATS | |
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| OA-FY16-0224 EPA Acquisition Planning | Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Michael Petscavage | OAM | To determine whether the EPA is performing acquisition planning and conducting market research to promote competition and avoid high-risk contracting authorities. | <ul style="list-style-type: none">• The OIG issued a notification memo on June 24, 2016.• OARM was asked to provide some documents at the Kickoff Meeting (July 21, 2016).• The OIG is continuing with field work on the EPA's acquisition planning with the Office of Acquisition Management (OAM). Several interviews are scheduled the week of 09 JAN 2016 with contracting officers resulting from its review of previously provided documents related to specific contracts.• A status meeting was held on February 2, 2017. The OIG cited multiple concerns which will require OAM's attention. OAM is developing corrective actions to address these concerns.• Targeted training planning and development is underway to immediately address knowledge or capability gaps. | X | |
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| OPE-FY14-0049 <i>EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring, But Not All Goals Have Been Achieved</i> | Office of Administration and Resources Management OARM Contact: Tracye Smith-Starckey/Brandon McDowell OIG Contact: Tim Roach | OHR | To determine: 1. What workforce restructuring goals were identified by program and regional offices? 2. How consistent were these goals across the agency? 3. What progress have the offices made in executing their restructuring plans? 4. Did the major offices achieve their goals in restructuring the organization? | <ul style="list-style-type: none">• The OIG notified OARM of the project on October 8, 2014.• A kickoff meeting was held on November 13, 2014.• The OIG selected a sample of four program offices and regions for further review : OEI, OSWER, and Regions 1 & 8.• A discussion document was issued on June 15, 2015.• EPA responded to the report on June 29, 2015 addressing one recommendation.• The OIG issued a quick reaction report for audit 15-P-0184 on July 14, 2015.• The OIG issued a discussion document on February 24, 2016. OARM was to provide a response by March 10, 2016.• The OIG issued a Draft Report on May 25, 2016.• OARM submitted our response to the draft report on June 24, 2016. We agreed with both recommendations and provided completion dates for all corrective actions. The remaining corrective action is to be completed by September 30, 2016.• Per an update from the OIG on October 12, 2016, they anticipate issuing the final report in December with recommendations to OARM as closed.• As of 3-14-17, OARM is waiting for the OIG to issue their final report next month. | | |
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| OA-FY16-0124 <i>Audit of EPA Contract No. EP-W-14-020</i> | Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Teren Crawford | OAM | To determine whether: 1) The EPA receives services in accordance with contract and acquisition requirements. 2) Costs are billed in accordance with contract and acquisition requirements. 1. The EPA receives services in accordance with contract terms and conditions. 2. Costs are billed in accordance with contract terms and conditions. | <ul style="list-style-type: none">• A notification memo was issued to OGC and OARM on February 26, 2016.• A kickoff meeting was held on March 16, 2016. The OIG asked both offices to provide some documentation prior to the meeting.• On August 9, 2016, the OIG notified OARM that they are beginning field work immediately and they have slightly modified the audit objectives (noted above). | | |
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| OPE-FY16-0022 <i>Controls Over Results Produced by EPA Independent Laboratories</i> | Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Raul Adrian | OAM | To (1) determine whether the CLP has controls to detect or prevent fraudulent analytical services or data produced by CLP laboratories, and whether those controls provide reasonable assurance that the potential for fraud is minimized; and (2) identify how EPA monitors laboratory fraud cases across the agency to inform its system of controls. | <ul style="list-style-type: none">• The OIG issued a notification memo on April 5, 2016.• OLEM is the lead on this audit. An entrance conference was held on April 27, 2016.• A status meeting was held on July 18, 2016 with OLEM and OECA on the preliminary research.• On July 29, 2016 the OIG decided to extend the preliminary research phase another 60 days, and then move into their reporting phase. | | |
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| OA-FY16-0209 EPA's Performance-Based Contracts | Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Teren Crawford | OAM | To determine whether: 1. Quality assurance surveillance plans in performance-based contracts contain adequate performance measures, indicators and surveillance methods. 2. The EPA is evaluating and assessing contractor performance as prescribed in the quality assurance surveillance plans. 3. The EPA is accurately calculating and justifying incentive fees to contractors under performance-based contracts. | <ul style="list-style-type: none">• The OIG issued a notification memo on June 2, 2016.• A Kickoff Meeting was held on June 22, 2016.• A notification memo for the fieldwork portion of the audit was issued on November 10, 2016.• The OIG's field work audit objective is to determine whether the EPA's performance-based contract methods and procedures are being effectively performed in accordance with acquisition requirements.• An entrance conference for the fieldwork phase of the audit was held on November 29, 2016. The OIG will select approximately 14 additional contracts during the fieldwork phase to review for similar issues found during PR preliminary research (PR) and to further assess the causes and effects. <ul style="list-style-type: none">• Per a status update on January 13, 2017, the OIG is still in the early stages of the fieldwork phase. | | |
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| OA-FY16-0229 Fiscal Year 2016 Risk Assessment of EPA's Purchase Card and Convenience Check Program | Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Michael Petscavage | OAM | To assess the risk of illegal, improper and erroneous purchases made through the agency's purchase card and convenience check program and determine the nature, timing and extent of testing necessary. | <ul style="list-style-type: none">• The OIG issued a notification memo on July 14, 2016.• A discussion document was issued on November 21, 2016.• The OIG and OARM held a meeting on December 5, 2016 to address the discussion document.• OAM's Brian Long & Dianne Lyles met with the OIG Audit Team via conference call on December 5, 2016 to discuss the EPA OIG Discussion Document for the FY 2016 Risk Assessment of EPA's Purchase Card and Convenience Check Program. There will be no written final report and no response needed from OAM. There will be a full blown audit of the Program during the 4th quarter of FY 2017.• A status meeting was held on February 2, 2017.• IG issued report No. 17-P-0113 Risk for EPA's Fiscal Year 2016 Purchase Card and Convenience Check Program Warrants an Audit on February 14, 2017. | | |
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| OA-FY16-0260 Audit of EPA's Physical Control of Information Technology Property | Office of Administration and Resources Management OARM Contact: Brandon McDowell OIG Contact: Randy Holthaus | OROM | To determine whether EPA regions and offices have established and implemented controls that protect information technology property from fraud, waste or misuse. | <ul style="list-style-type: none">• The OIG issued a notification memo on August 9, 2016.• A kickoff meeting was held on August 24, 2016.• OARM provided the OIG with requested information and documents on September 2, 2016.• A monthly status meeting was held on December 7, 2016. | | |
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| OPE-FY16-0028 Assessment of EPA Telework Policies and Tools | Office of Administration and Resources Management OARM Contact: Tracye Smith-Starckey OIG Contact: Dwayne Crawford | OHR | To determine whether: 1. EPA telework policies are consistent with Office of Personnel Management guidance. 2. EPA managers have received required training to supervise their teleworking employees. 3. EPA managers know of and have access to teleworking tools. | <ul style="list-style-type: none">• The OIG issued a notification memo to OARM on August 23, 2016.•The kickoff meeting was held on September 15, 2016.•The OIG issued the survey for supervisors and managers on November 9, 2016.• OHR met with the OIG in mid-December, to discuss the assignment. The OIG still plans to meet with OARM staff in the coming week to discuss notable responses rendered by survey participants.• On 2/1/17, the OIG’s audit team met with the OMB and OARM to gain further clarification to some of the responses collected from the telework survey. The audit team is currently preparing for its message agreement meeting with senior Office of Program Evaluation management to be held the last week in February 2017. From this meeting the team will have a better understanding of a timeline for issuing a discuss document to the agency—such information will be included in their March 2017 status update.• On 2/17/17, OARM provided comments/corrections to OIG’s summary of the meeting held on 2/2/17. The OIG will use that summary to draft their report.• As of 3/14/17, awaiting the OIG draft report. | | |
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| OA-FY17-0025 Follow-up Audit on the EPA's and OIG's Compliance With Retention Incentive Regulations and Policies | Office of Administration and Resources Management OARM Contact: Tracye Smith-Starckey OIG Contact: Angela Bennett | OHR | To determine whether: 1. the agency completed the corrective actions proposed in its September 3, 2014, memorandum to the OIG in response to Report No. 14-P-0245; 2. the agency and OIG have complied with regulations and policies for retention incentives since the prior OIG audits | <ul style="list-style-type: none">• The OIG issued a notification memo on October 11, 2016.• As of November 22, 2016, the audit has been temporarily suspended due to a higher priority assignment. The OIG expects to resume their work in mid-January.• The OIG notified OARM via email on 2/15/2017 that they are resuming work on the subject audit. Entrance conference will be scheduled in the near future.• An entrance conference occurred on 3-9-17. As a result of this meeting, a breakdown of retention incentive information was provided to the OIG by the RTP Human Resources Shared Service Center. | | |
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| OA-FY17-0054 Audit of EPA's Fiscal Year 2016 Compliance with Improper Payments Elimination and Recovery Act of 2010 | Office of Administration and Resources Management OARM Contact: Brandon McDowell OIG Contact: | OROM | To report on the EPA's compliance with the Improper Payments Elimination and Recovery Act of 2010, and to evaluate the accuracy and completeness of agency reporting and performance in reducing and recapturing improper payments. | • The OIG issued a notification memo on November 7, 2016. | | |
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| OA-FY17-0088 Council of the Inspectors General on Integrity on and Efficiency Purchase Card Cross- Cutting Project | Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: | OAM | To support the CIGIE cross-cutting project, examining purchase cards transactions for the first two quarters of fiscal year 2017. | <ul style="list-style-type: none">• The OIG issued a notification memo on December 20, 2016.• An entrance conference was held on January 25, 2017. It was recognized that information provided to the OIG previously in reference to other ongoing Purchase Card audits are relevant to OA-FY17-0088. | | |
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| OA-FY17-0126 Human Resources Shared Service Centers | Office of Administration and Resources Management OARM Contact: Lauren Lemley OIG Contact: Mike Davis | OROM/SSCs/ OHR | To determine whether the agency has achieved efficiencies, savings and improved customer service at agency human resources operations by establishing the three HR SSCs, located in Cincinnati, Ohio; Las Vegas, Nevada; and Research Triangle Park, North Carolina. | <ul style="list-style-type: none">• The OIG issued a notification memo on February 8, 2017.• OARM provided information to the OIG on the establishment of the HR SSCs.• A kick-off meeting was held on March 2, 2017.• Follow-up meeting with OARM was held on March 9, 2017. | | |
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| OA-FY16-0104 Audit of the U.S. EPA's Compliance With the Federal Information Security Modernization Act (Fisma) of 2014 | Office of Environmental Information OARM Contact: Lauren Lemley OIG Contact: Vincent Campbell | OAM | Objective: FYI of issues and findings: • During the FY2016 FISMA Audit, the OIG identified an issue with contractors with significant information security responsibilities not completing required role-based training. • The sample of information technology (IT) contracts\task orders we reviewed did not include contract clauses for contractors to complete federally required role-based training. • CORs\COTRs responsible for monitoring these contracts\task orders that they were either (1) unaware of the requirement for contractors to take the federally required role-based training or (2) responded that contractors performing significant information security duties on the sampled IT contracts\task order are not completing the required annual role-based training. | • OEI has been working with OARM\OAM to develop the appropriate IT clauses to include in IT contracts\task orders. • OARM has no comments at this time; will keep on OAM's radar. | | |
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Newly Initiated OIG Reviews Report

February 8, 2017

| Audit Number/Name | Responsible Office/Contact | Objectives | Audit Status |
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| OPE-FY14-0049 <i>EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring, But Not All Goals Have Been Achieved</i> | Office of Administration and Resources Management OARM Contact: Tracye Smith-Starckey/Brandon McDowell OIG Contact: Tim Roach | To determine: 1. What workforce restructuring goals were identified by program and regional offices? 2. How consistent were these goals across the agency? 3. What progress have the offices made in executing their restructuring plans? 4. Did the major offices achieve their goals in restructuring the organization? | Audit Status: <ul style="list-style-type: none"> • The OIG notified OARM of the project on October 8, 2014. • A kickoff meeting was held on November 13, 2014. • The OIG selected a sample of four program offices and regions for further review : OEI, OSWER, and Regions 1 & 8. They will contact each one to set up a time to discuss VERA / VSIP in more detail. • A discussion document was issued on June 15, 2015. • EPA responded to the report on June 29, 2015 addressing one recommendation. • The OIG issued a quick reaction report for audit 15-P-0184 on July 14, 2015. • The OIG issued a discussion document on February 24, 2016. OARM was to provide a response by March 10, 2016. • The OIG issued a Draft Report on May 25, 2016. • OARM submitted our response to the draft report on June 24, 2016. We agreed with both recommendations and provided completion dates for all corrective actions. The remaining corrective action is to be completed by September 30, 2016. • Per an update from the OIG on October 12, 2016, they anticipate issuing the final report in December with recommendations to OARM as closed. • As of January 17, 2017, OARM is waiting for the OIG to issue their final report next month. • As of 2/27/17, OARM is awaiting further direction from the OIG. |
| | Office of Administration and Resources Management OARM Contact: Tracye Smith-Starckey OIG Contact: Randy Holthaus | OA-FY16-0063 <i>Audit of Management Controls for Voluntary Leave Bank Program</i> | Objective: To determine if the EPA has established and implemented internal controls for the leave bank to prevent and detect abuse of the program. OARM, OHR is working on the proposed OIG recommendations; at the same time the OIG is working to release their draft discussion document--expected in mid-March 2017. Audit Status: <ul style="list-style-type: none"> • A notification memo was issued on February 23, 2016. • A kickoff meeting took place on March 21, 2016. • The OIG issued a discussion document to OARM and OCFO on December 13, 2016. OARM is responsible for 12 of the 13 recommendations. A consolidated response was due by December 28, 2016. • The OIG scheduled their follow-up meeting to occur on January 17, 2017. The purpose of the meeting will be to discuss OARM's and OCFO's responses to the OIG's discussion draft which is due January 13, 2017. • OARM and OCFO responded to the discussion document on January 13, 2017, agreeing with six of the thirteen recommendations. • A follow up meeting to discuss the recommendations on January 26, 2017. • As of 2/13/17, OARM, OHR is working on the proposed OIG recommendations; at the same time the OIG is working to release their draft discussion document--expected in mid-March 2017. • The OIG provided a status update and now plans to issue the Draft Report to EPA for formal review and comment by April 19, 2017. |

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| Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Rudy Brevard | OA-FY15-0174 (now OA-FY16-0188) <i>Acquisition Certifications Needed for Managers Overseeing Development of EPA's e-Manifest System Used for Tracking Hazardous Waste Shipments</i> | |
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| <p>Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Teren Crawford</p> | <p>OA-FY16-0124 <i>Audit of EPA Contract No. EP-W-14-020</i></p> | <p>Objectives: To determine whether: 1) The EPA receives services in accordance with contract and acquisition requirements. 2) Costs are billed in accordance with contract and acquisition requirements. 1. The EPA receives services in accordance with contract terms and conditions. 2. Costs are billed in accordance with contract terms and conditions.</p> <p>Audit Status:</p> <ul style="list-style-type: none">• A notification memo was issued to OGC and OARM on February 26, 2016.• A kickoff meeting was held on March 16, 2016. The OIG asked both offices to provide some documentation prior to the meeting.• On August 9, 2016, the OIG notified OARM that they are beginning field work immediately and they have slightly modified the audit objectives (noted above). |
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| <p>Office of Administration and Resources Management OARM Contact: Lisa Maass OIG Contact: Raul Adrian</p> | <p>OPE-FY16-0022 <i>Controls Over Results Produced by EPA Independent Laboratories</i></p> | <p>Objectives: To (1) determine whether the CLP has controls to detect or prevent fraudulent analytical services or data produced by CLP laboratories, and whether those controls provide reasonable assurance that the potential for fraud is minimized; and (2) identify how EPA monitors laboratory fraud cases across the agency to inform its system of controls.</p> <p>Audit Status:</p> <ul style="list-style-type: none">• The OIG issued a notification memo on April 5, 2016.• OLEM is the lead on this audit. An entrance conference was held on April 27, 2016.• A status meeting was held on July 18, 2016 with OLEM and OECA on the preliminary research.• On July 29, 2016 the OIG decided to extend the preliminary research phase another 60 days, and then move into their reporting phase. |
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| <p>Office of Administration and Resources Management OARM Contact: Brandon McDowell OIG Contact: Erin Barnes-Weaver</p> | <p>OPE-FY16-0024 <i>EPA Has Adequate Controls to Manage Advice From Science and Research Federal Advisory Committees, but Transparency Could Be Improved</i></p> | <p>Objectives: To determine: (1) what system(s) of controls the EPA has in place to engage with and manage the recommendations and advice from science and research FACA committees at EPA, and (2) whether the EPA's system(s) of controls are effective.</p> <p>Audit Status:</p> <ul style="list-style-type: none"> • The OIG issued a notification memo on May 9, 2016. • A kickoff meeting was held on June 1, 2016. • The OIG issued a discussion document on November 30, 2016. OARM provided a response to the OIG on December 15, 2016. • The OIG issued a draft report on January 10, 2017. OARM must address four recommendations and send a response by February 10, 2017. • Recommendations consolidated to two. Response is due February 10, 2017 and a response is being drafted. |
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| <p>Office of Administration and Resources Management</p> <p>OARM Contact: Lisa Maass</p> <p>OIG Contact: Teren Crawford</p> | <p>OA-FY16-0209</p> <p><i>EPA's Performance-Based Contracts</i></p> | <p>Objectives: To determine whether:</p> <ol style="list-style-type: none">1. Quality assurance surveillance plans in performance-based contracts contain adequate performance measures, indicators and surveillance methods.2. The EPA is evaluating and assessing contractor performance as prescribed in the quality assurance surveillance plans.3. The EPA is accurately calculating and justifying incentive fees to contractors under performance-based contracts. <p>Audit Status:</p> <ul style="list-style-type: none">• The OIG issued a notification memo on June 2, 2016.• A Kickoff Meeting was held on June 22, 2016.• A notification memo for the fieldwork portion of the audit was issued on November 10, 2016.• The OIG's field work audit objective is to determine whether the EPA's performance-based contract methods and procedures are being effectively performed in accordance with acquisition requirements.• An entrance conference for the fieldwork phase of the audit was held on November 29, 2016. <p>The OIG will select approximately 14 additional contracts during the fieldwork phase to review for similar issues found during PR preliminary research (PR) and to further assess the causes and effects.</p> <ul style="list-style-type: none">• The OIG hopes to complete fieldwork by February 2017. <p>* Per a status update on January 13, 2017, the OIG is still in the early stages of the fieldwork phase.</p> |
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| <p>Office of Administration and Resources Management OARM Contact: Raphael Jackson OIG Contact: Jim Hatfield</p> | <p>OPE-FY16-0026 <i>Evaluation of Clean Air Act Inspector Training</i></p> | <p>Objective: To determine whether EPA Clean Air Act inspectors have met all training requirements.</p> <p>Audit Status:</p> <ul style="list-style-type: none">• The OIG issued a notification memo on June 7, 2016.• A Kickoff Meeting was held on June 23, 2016.• OARM is expected to have very limited involvement in this engagement.• The OIG requested updated information from OA on February 22, 2017 (due March 8, 2017). OA is on schedule to meet this deadline. |
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| <p>Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Michael Petscavage</p> | <p>OA-FY16-0224 <i>EPA Acquisition Planning</i></p> | <p>Objective: To determine whether the EPA is performing acquisition planning and conducting market research to promote competition and avoid high-risk contracting authorities.</p> <p>Audit Status:</p> <ul style="list-style-type: none"> • The OIG issued a notification memo on June 24, 2016. • OARM was asked to provide some documents at the Kickoff Meeting (July 21, 2016). • The OIG is continuing with field work on the EPA's acquisition planning with the Office of Acquisition Management (OAM). Several interviews are scheduled the week of 09 JAN 2016 with contracting officers resulting from its review of previously provided documents related to specific contracts. • A status meeting was held on February 2, 2017. The OIG cited multiple concerns which will require OAM's attention. OAM is developing corrective actions to address these concerns. • Targeted training planning and development is underway to immediately address knowledge or capability gaps. |
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| <p>Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Michael Petscavage</p> | <p>OA-FY16-0229 <i>Fiscal Year 2016 Risk Assessment of EPA's Purchase Card and Convenience Check Program</i></p> | <p>Objective: To assess the risk of illegal, improper and erroneous purchases made through the agency's purchase card and convenience check program and determine the nature, timing and extent of testing necessary.</p> <p>Audit Status:</p> <ul style="list-style-type: none"> • The OIG issued a notification memo on July 14, 2016. • A discussion document was issued on November 21, 2016. • The OIG and OARM held a meeting on December 5, 2016 to address the discussion document. • OAM's Brian Long & Dianne Lyles met with the OIG Audit Team via conference call on December 5, 2016 to discuss the EPA OIG Discussion Document for the FY 2016 Risk Assessment of EPA's Purchase Card and Convenience Check Program. There will be no written final report and no response needed from OAM. There will be a full blown audit of the Program during the 4th quarter of FY 2017. • A status meeting was held on February 2, 2017. • IG issued report No. 17-P-0113 Risk for EPA's Fiscal Year 2016 Purchase Card and Convenience Check Program Warrants an Audit on February 14, 2017. |
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| <p>Office of Administration and Resources Management OARM Contact: Raphael Jackson OIG Contact: Heather Layne</p> | <p>OA-FY16-0221 <i>Review of EPA's Parking Subsidy Program</i></p> | <p>Objective: To identify and analyze risks in the EPA's parking subsidy programs. Audit Status:</p> <ul style="list-style-type: none"> • The OIG issued a notification memo on August 1, 2016. • OARM provided the OIG with a number of documents at the Kickoff meeting on August 15, 2016. • The OIG intends to complete fieldwork by January 13, 2017. • A status meeting will be held on January 18, 2017. Provide update on meeting. • The OIG issued a Discussion Document, Audit of EPA's Employee Parking Benefits on February 23, 2017. <p>Due date for review is March 10, 2017.</p> <ul style="list-style-type: none"> • The OIG will schedule a teleconference around March 16, 2016, 2017. OA is following up with OIG (2/28/17). The OIG would like oral comments. |
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| Office of Administration and Resources Management OARM Contact: Brandon McDowell OIG Contact: Randy Holthaus | OA-FY16-0260 <i>Audit of EPA's Physical Control of Information Technology Property</i> | Objective: To determine whether EPA regions and offices have established and implemented controls that protect information technology property from fraud, waste or misuse. Audit Status: <ul style="list-style-type: none">• The OIG issued a notification memo on August 9, 2016.• A kickoff meeting was held on August 24, 2016.• OARM provided the OIG with requested information and documents on September 2, 2016.• A monthly status meeting was held on December 7, 2016. |
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| <p>Office of Administration and Resources Management OARM Contact: Brandon McDowell OIG Contact: Gloria Taylor-Upshaw</p> | <p>OA-FY16-0275 <i>Audit of EPA Audio Conference Lines</i></p> | <p>Objective: To determine whether the EPA’s oversight and use of audio conference line services are an efficient and economical way to use taxpayer funds.</p> <p>Audit Status:</p> <ul style="list-style-type: none">• The OIG issued a notification memo to OEI, OARM and OCFO on August 18, 2016.• A kickoff meeting was held on September 7, 2016.• A status update meeting was held on January 11, 2017. The fieldwork expected completion and discussion document estimated issuance is April 2017. The draft report estimated issuance is June 2017. |
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| Office of Administration and Resources Management OARM Contact: Tracye Smith-Starckey OIG Contact: Dwayne Crawford | OPE-FY16-0028 <i>Assessment of EPA Telework Policies and Tools</i> | Objectives: To determine whether: 1. EPA telework policies are consistent with Office of Personnel Management guidance. 2. EPA managers have received required training to supervise their teleworking employees. 3. EPA managers know of and have access to teleworking tools. Audit Status: <ul style="list-style-type: none">• The OIG issued a notification memo to OARM on August 23, 2016.• The kickoff meeting was held on September 15, 2016.• The OIG issued the survey for supervisors and managers on November 9, 2016.• As of January 12, 2017, the audit team met with OIG management in mid-December, to discuss the assignment. The audit team is meeting again with OIG management in late February to discuss the preliminary research results. The OIG still plans to meet with OARM staff in the coming week to discuss notable responses rendered by survey participants.• On 2/1/17, the OIG's audit team met with the OMB and EPA's OARM to gain further clarification to some of the responses rendered by participants who took our telework survey. The audit team is currently preparing for its message agreement meeting with senior Office of Program Evaluation management to be held the last week in February 2017. From this meeting the team will have a better understanding of a timeline for issuing a discuss document to the agency—such information will be included in their March 2017 status update.• On 2/17/17, OARM provided comments/corrections to OIG's summary of the meeting held on 2/2/17. The OIG will use that summary to draft their report. |
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| <p>Office of Administration and Resources Management OARM Contact: Tracye Smith-Starkey OIG Contact: Angela Bennett</p> | <p>OA-FY17-0025 Follow-up Audit on the EPA's and OIG's Compliance With Retention Incentive Regulations and Policies</p> | <p>Objectives: To determine whether:</p> <ol style="list-style-type: none"> 1. the agency completed the corrective actions proposed in its September 3, 2014, memorandum to the OIG in response to Report No. 14-P-0245; 2. the agency and OIG have complied with regulations and policies for retention incentives since the prior OIG audits <p>Audit Status:</p> <ul style="list-style-type: none"> • The OIG issued a notification memo on October 11, 2016. • As of November 22, 2016, the audit has been temporarily suspended due to a higher priority assignment. The OIG expects to resume their work in mid-January. • The OIG notified OARM via email on 2/15/2017 that they are resuming work on the subject audit. <p>Entrance conference will be scheduled in the near future.</p> <ul style="list-style-type: none"> •The OIG entrance conference is scheduled to occur on 3/9/17. |
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| Office of Administration and Resources Management OARM Contact: Brandon McDowell OIG Contact: | OA-FY17-0054 <i>Audit of EPA's Fiscal Year 2016 Compliance with Improper Payments Elimination and Recovery Act of 2010</i> | Objective: To report on the EPA's compliance with the Improper Payments Elimination and Recovery Act of 2010, and to evaluate the accuracy and completeness of agency reporting and performance in reducing and recapturing improper payments. Audit Status: <ul style="list-style-type: none">• The OIG issued a notification memo on November 7, 2016. |
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| Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: | OA-FY17-0088 <i>Council of the Inspectors General on Integrity on and Efficiency Purchase Card Cross-Cutting Project</i> | Objective: To support the CIGIE cross-cutting project, examining purchase cards transactions for the first two quarters of fiscal year 2017. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo on December 20, 2016. * An entrance conference was held on January 25, 2017. It was recognized that information provided to the OIG previously in reference to other ongoing Purchase Card audits are relevant to OA-FY17-0088. |
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| Office of Administration and Resources Management OARM Contact: Lauren Lemley OIG Contact: Mike Davis | OA-FY17-0126 <i>Human Resources Shared Service Centers</i> | Objective: To determine whether the agency has achieved efficiencies, savings and improved customer service at agency human resources operations by establishing the three HR SSCs, located in Cincinnati, Ohio; Las Vegas, Nevada; and Research Triangle Park, North Carolina. Audit Status: <ul style="list-style-type: none">• The OIG issued a notification memo on February 8, 2017.• Prior to the initial meeting OARM needs to provide OIG with information. Initial meeting has not been set up as of 2/15/17. |
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| <p>Office of Environmental Information</p> <p>OARM Contact: Lauren Lemley OIG Contact: Vincent Campbell</p> | <p>OA-FY16-0104</p> <p>Audit of the U.S. EPA's Compliance With the Federal Information Security Modernization Act (Fisma) of 2014</p> | <p>Objective: FYI of issues and findings:</p> <ul style="list-style-type: none"> • During the FY2016 FISMA Audit, the OIG identified an issue with contractors with significant information security responsibilities not completing required role-based training. • The sample of information technology (IT) contracts\task orders we reviewed did not include contract clauses for contractors to complete federally required role-based training. • CORs\COTRs responsible for monitoring these contracts\task orders that they were either (1) unaware of the requirement for contractors to take the federally required role-based training or (2) responded that contractors performing significant information security duties on the sampled IT contracts\task order are not completing the required annual role-based training.. • OEI has been working with OARM\OAM to develop the appropriate IT clauses to include in IT contracts\task orders. • OARM has no comments at this time; will keep on OAM's radar |
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| <p>Office of Administration and Resources Management/Office of Environmental Information</p> <p>OARM Contact: Raphael Jackson OEI Contact: Carrie Hallum OIG Contact: Vincent Campbell</p> | <p>OA-FY17-0139</p> <p>Audit of EPA's Processes for Managing Background Investigations of Privileged Users and Taking Action to Remediate Weaknesses in Agency's Information Security Program</p> | <p>Objectives: To determine whether the EPA:</p> <ul style="list-style-type: none"> - Completed required background investigations for contracotr personnel with privileged access to EPA information systems. - Completed and documented actions taken to remediate weaknesses in the agency's information security program. <ul style="list-style-type: none"> • The OIG issued a notification memo on February 15, 2017. • OARM and OEI to provide OIG with information (enclosed in memo) by March 1, 2017. OA and OAM will be providing information. COMPLETE • Kick off meeting is scheduled for March 1, 2017 • OEI and OARM will lead their own respective areas. |
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Newly Initiated OIG Reviews Report

January 24, 2017

| Responsible Office/Contact | Audit Number/Name | Audit Description |
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| Office of Administration and Resources Management OARM Contact: Tracye Smith-Starckey/Brandon McDowell OIG Contact: Tim Roach | Project No. OPE-FY14-0049 <i>EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring, But Not All Goals Have Been Achieved</i> | Objectives: To determine: 1. What workforce restructuring goals were identified by program and regional offices? 2. How consistent were these goals across the agency? 3. What progress have the offices made in executing their restructuring plans? 4. Did the major offices achieve their goals in restructuring the organization? Audit Status: <ul style="list-style-type: none"> • The OIG notified OARM of the project on October 8, 2014. • A kickoff meeting was held on November 13, 2014. • The OIG selected a sample of four program offices and regions for further review : OEI, OSWER, and Regions 1 & 8. They will contact each one to set up a time to discuss VERA / VSIP in more detail. • A discussion document was issued on June 15, 2015. • EPA responded to the report on June 29, 2015 addressing one recommendation. • The OIG issued a quick reaction report for audit 15-P-0184 on July 14, 2015. • The OIG issued a discussion document on February 24, 2016. OARM was to provide a response by March 10, 2016. • The OIG issued a Draft Report on May 25, 2016. • OARM submitted our response to the draft report on June 24, 2016. We agreed with both recommendations and provided completion dates for all corrective actions. The remaining corrective action is to be completed by September 30, 2016. • Per an update from the OIG on October 12, 2016, they anticipate issuing the final report in December with recommendations to OARM as closed. • As of January 17, 2017, OARM is waiting for the OIG to issue their final report next month. |
| Office of Administration and Resources Management OARM Contact: Tracye Smith-Starckey OIG Contact: Randy Holthaus | OA-FY16-0063 <i>Audit of Management Controls for Voluntary Leave Bank Program</i> | Objective: To determine if the EPA has established and implemented internal controls for the leave bank to prevent and detect abuse of the program. Audit Status: <ul style="list-style-type: none"> • A notification memo was issued on February 23, 2016. • A kickoff meeting took place on March 21, 2016. • The OIG issued a discussion document to OARM and OCFO on December 13, 2016. OARM is responsible for 12 of the 13 recommendations. A consolidated response was due by December 28, 2016. • The OIG scheduled their follow-up meeting to occur on January 17, 2017. The purpose of the meeting will be to discuss OARM's and OCFO's responses to the OIG's discussion draft which is due January 13, 2017. • OARM and OCFO responded to the discussion document on January 13, 2017, agreeing with six of the thirteen recommendations. |
| Office of Administration and Resources Management OARM Contact: Lisa Maass OIG Contact: Rudy Brevard | OA-FY15-0174 (now OA-FY16-0188) <i>Acquisition Certifications Needed for Managers Overseeing Development of EPA's e-Manifest System Used for Tracking Hazardous Waste Shipments</i> | Objective: To determine whether EPA management complied with applicable laws, regulations and agency guidance in the development of the electronic manifest (e-Manifest) system. Audit Status: <ul style="list-style-type: none"> • A discussion document March 5, 2016. • OARM is responsible for one recommendation. • The draft report was issued to OARM and OLEM on August 25, 2016 and a response was sent to the OIG on September 22, 2016. • The final report was issued on November 7, 2016. For OARM, the report is closed on issuance and no further action is required. I will remove this audit from the spreadsheet once it is uploaded into MATS. |

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| Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Teren Crawford | OA-FY16-0124 <i>Audit of EPA Contract No. EP-W-14-020</i> | Objectives: To determine whether: 1) The EPA receives services in accordance with contract and acquisition requirements. 2) Costs are billed in accordance with contract and acquisition requirements. 1. The EPA receives services in accordance with contract terms and conditions. 2. Costs are billed in accordance with contract terms and conditions. Audit Status: <ul style="list-style-type: none"> • A notification memo was issued to OGC and OARM on February 26, 2016. • A kickoff meeting was held on March 16, 2016. The OIG asked both offices to provide some documentation prior to the meeting. • On August 9, 2016, the OIG notified OARM that they are beginning field work immediately and they have slightly modified the audit objectives (noted above). |
| Office of Administration and Resources Management OARM Contact: Lisa Maass OIG Contact: Raul Adrian | OPE-FY16-0022 <i>Controls Over Results Produced by EPA Independent Laboratories</i> | Objectives: To (1) determine whether the CLP has controls to detect or prevent fraudulent analytical services or data produced by CLP laboratories, and whether those controls provide reasonable assurance that the potential for fraud is minimized; and (2) identify how EPA monitors laboratory fraud cases across the agency to inform its system of controls. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo on April 5, 2016. • OLEM is the lead on this audit. An entrance conference was held on April 27, 2016. • A status meeting was held on July 18, 2016 with OLEM and OECA on the preliminary research. • On July 29, 2016 the OIG decided to extend the preliminary research phase another 60 days, and then move into their reporting phase. |
| Office of Administration and Resources Management OARM Contact: Brandon McDowell OIG Contact: Erin Barnes-Weaver | OPE-FY16-0024 <i>EPA Has Adequate Controls to Manage Advice From Science and Research Federal Advisory Committees, but Transparency Could Be Improved</i> | Objectives: To determine: (1) what system(s) of controls the EPA has in place to engage with and manage the recommendations and advice from science and research FACA committees at EPA, and (2) whether the EPA's system(s) of controls are effective. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo on May 9, 2016. • A kickoff meeting was held on June 1, 2016. • The OIG issued a discussion document on November 30, 2016. OARM provided a response to the OIG on December 15, 2016. • The OIG issued a draft report on January 10, 2017. OARM must address four recommendations and send a response by February 10, 2017. • FACA has created a timeline for offices to submit their comments to them by January 23, 2017. They also have a timeline for front office submission and review. |

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| Office of Administration and Resources Management OARM Contact: Lisa Maass OIG Contact: Teren Crawford | OA-FY16-0209 <i>EPA's Performance-Based Contracts</i> | Objectives: To determine whether: 1. Quality assurance surveillance plans in performance-based contracts contain adequate performance measures, indicators and surveillance methods. 2. The EPA is evaluating and assessing contractor performance as prescribed in the quality assurance surveillance plans. 3. The EPA is accurately calculating and justifying incentive fees to contractors under performance-based contracts. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo on June 2, 2016. • A Kickoff Meeting was held on June 22, 2016. • A notification memo for the fieldwork portion of the audit was issued on November 10, 2016. • The OIG's field work audit objective is to determine whether the EPA's performance-based contract methods and procedures are being effectively performed in accordance with acquisition requirements. • An entrance conference for the fieldwork phase of the audit was held on November 29, 2016. The OIG will select approximately 14 additional contracts during the fieldwork phase to review for similar issues found during PR preliminary research (PR) and to further assess the causes and effects. <ul style="list-style-type: none"> • The OIG hopes to complete fieldwork by February 2017. * Per a status update on January 13, 2017, the OIG is still in the early stages of the fieldwork phase. |
| Office of Administration and Resources Management OARM Contact: Raphael Jackson OIG Contact: Jim Hatfield | OPE-FY16-0026 <i>Evaluation of Clean Air Act Inspector Training</i> | Objective: To determine whether EPA Clean Air Act inspectors have met all training requirements. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo on June 7, 2016. • A Kickoff Meeting was held on June 23, 2016. • OARM is expected to have very limited involvement in this engagement. |
| Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Michael Petscavage | OA-FY16-0224 <i>EPA Acquisition Planning</i> | Objective: To determine whether the EPA is performing acquisition planning and conducting market research to promote competition and avoid high-risk contracting authorities. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo on June 24, 2016. • OARM was asked to provide some documents at the Kickoff Meeting (July 21, 2016). • The OIG is continuing with field work on the EPA's acquisition planning with the Office of Acquisition Management (OAM). Several interviews are scheduled the week of 09 JAN 2016 with contracting officers resulting from its review of previously provided documents related to specific contracts. |
| Office of Administration and Resources Management OARM Contact: Celia Vaughn OIG Contact: Michael Petscavage | OA-FY16-0229 <i>Fiscal Year 2016 Risk Assessment of EPA's Purchase Card and Convenience Check Program</i> | Objective: To assess the risk of illegal, improper and erroneous purchases made through the agency's purchase card and convenience check program and determine the nature, timing and extent of testing necessary. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo on July 14, 2016. • A discussion document was issued on November 21, 2016. • The OIG and OARM held a meeting on December 5, 2016 to address the discussion document. • OAM's Brian Long & Dianne Lyles met with the OIG Audit Team via conference call on December 5, 2016 to discuss the EPA OIG Discussion Document for the FY 2016 Risk Assessment of EPA's Purchase Card and Convenience Check Program. There will be no written final report and no response needed from OAM. There will be a full blown audit of the Program during the 4th quarter of FY 2017. |
| Office of Administration and Resources Management OARM Contact: Raphael Jackson OIG Contact: Heather Layne | OA-FY16-0221 <i>Review of EPA's Parking Subsidy Program</i> | Objective: To identify and analyze risks in the EPA's parking subsidy programs. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo on August 1, 2016. • OARM provided the OIG with a number of documents at the Kickoff meeting on August 15, 2016. • The OIG intends to complete fieldwork by January 13, 2017. * A status meeting will be held on January 18, 2017. |

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| Office of Administration and Resources Management OARM Contact: Brandon McDowell OIG Contact: Randy Holthaus | OA-FY16-0260 <i>Audit of EPA's Physical Control of Information Technology Property</i> | Objective: To determine whether EPA regions and offices have established and implemented controls that protect information technology property from fraud, waste or misuse. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo on August 9, 2016. • A kickoff meeting was held on August 24, 2016. • OARM provided the OIG with requested information and documents on September 2, 2016. • A monthly status meeting was held on December 7, 2016. |
| Office of Administration and Resources Management OARM Contact: Brandon McDowell OIG Contact: Gloria Taylor-Upshaw | OA-FY16-0275 <i>Audit of EPA Audio Conference Lines</i> | Objective: To determine whether the EPA's oversight and use of audio conference line services are an efficient and economical way to use taxpayer funds. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo to OEI, OARM and OCFO on August 18, 2016. • A kickoff meeting was held on September 7, 2016. • A status update meeting was held on January 11, 2017. The fieldwork expected completion and discussion document estimated issuance is April 2017. The draft report estimated issuance is June 2017. |
| Office of Administration and Resources Management OARM Contact: Tracye Smith-Starckey OIG Contact: Dwayne Crawford | OPE-FY16-0028 <i>Assessment of EPA Telework Policies and Tools</i> | Objectives: To determine whether: <ol style="list-style-type: none"> 1. EPA telework policies are consistent with Office of Personnel Management guidance. 2. EPA managers have received required training to supervise their teleworking employees. 3. EPA managers know of and have access to teleworking tools. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo to OARM on August 23, 2016. • The kickoff meeting was held on September 15, 2016. • The OIG issued the survey for supervisors and managers on November 9, 2016. • As of January 12, 2017, the audit team met with OIG management in mid-December, to discuss the assignment. The audit team is meeting again with OIG management in late February to discuss the preliminary research results. The OIG still plans to meet with OARM staff in the coming week to discuss notable responses rendered by survey participants. |
| Office of Administration and Resources Management OARM Contact: Tracye Smith-Starckey OIG Contact: Angela Bennett | OA-FY17-0025 <i>Follow-up Audit on the EPA's and OIG's Compliance With Retention Incentive Regulations and Policies</i> | Objectives: To determine whether: <ol style="list-style-type: none"> 1. the agency completed the corrective actions proposed in its September 3, 2014, memorandum to the OIG in response to Report No. 14-P-0245; 2. the agency and OIG have complied with regulations and policies for retention incentives since the prior OIG audits Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo on October 11, 2016. • As of November 22, 2016, the audit has been temporarily suspended due to a higher priority assignment. The OIG expects to resume their work in mid-January. • As of January 17, 2017, OARM is awaiting the OIG next steps. |
| Office of Administration and Resources Management OARM Contact: Brandon McDowell OIG Contact: | OA-FY17-0054 <i>Audit of EPA's Fiscal Year 2016 Compliance with Improper Payments Elimination and Recovery Act of 2010</i> | Objective: To report on the EPA's compliance with the Improper Payments Elimination and Recovery Act of 2010, and to evaluate the accuracy and completeness of agency reporting and performance in reducing and recapturing improper payments. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo on November 7, 2016. |
| Office of Administration and Resources Management OARM Contact: Brandon McDowell OIG Contact: Celia Vaughn | OA-FY17-0088 <i>Council of the Inspectors General on Integrity and Efficiency Purchase Card Cross-Cutting Project</i> | Objective: To support the CIGIE cross-cutting project, examining purchase cards transactions for the first two quarters of fiscal year 2017. Audit Status: <ul style="list-style-type: none"> • The OIG issued a notification memo on December 20, 2016. |

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 6/29/2017 8:54:35 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: FW: Updated V/V budget information
Attachments: OARM V-V Budget Info Tables 6.29.2017_DC.docx

FYI, Dan made the change.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Coogan, Daniel
Sent: Thursday, June 29, 2017 4:53 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: Updated V/V budget information

I made two minor changes. I added in the projected pay increases with the 84 hires and then I assumed we would hire them midway through FY 2018. Everything else is the same except for the sum formulas that I adapted to reflect this change.

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
C: Ex. 6 - Personal Privacy
SEE – PHS – OARM Budget – RAPD

From: Hitchens, Lynnann
Sent: Thursday, June 29, 2017 4:39 PM
To: Coogan, Daniel <Coogan.Daniel@epa.gov>
Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: FW: Updated V/V budget information

Hi – do you want to check this?

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

From: Lemley, Lauren
Sent: Thursday, June 29, 2017 4:37 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>
Subject: Updated V/V budget information

Hi,

Please see the updated budget information based on the call and our conversation earlier. I tried to put footnotes, so that you would know where my math came from. Thanks!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Jablonski, Janice [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=54F7E998B02C426B9D7579ADDEED0B7D-JJABLONS]
Sent: 8/2/2017 8:25:00 PM
To: Johnson, StacyD [Johnson.StacyD@epa.gov]
Subject: OARM V/V Applicants
Attachments: Application Tracking Sheet.7.27.17.xlsx

Stacy: as we discussed, our list of applicants is attached. I misspoke – there are 30 total. I don't expect the list to change much as a result of the SSC's eligibility determinations. There are one or two places where an applicant clicked on the wrong option (e.g., Ex. 6 - Personal Privacy clicked on Resignation rather than Retirement – these will be corrected by the SSC. Please let me know if you have any questions. Thanks.

SUBJECT: Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Opportunities

TO: OARM-All

I am pleased to announce that the Office of Personnel Management (OPM) has approved our request to offer VSIP (also known as buy-out) and VERA (also known as early-out) opportunities. As our organization implements various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission.

In accordance with statute and regulations, we identified for OPM the specific grades, occupational series, and geographic locations designated for VERA and VSIP, and we have received approval from OPM for the categories identified in Attachment A. The total number of VSIPs offered will be 107. If the number of applications received exceeds the total number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) date - EPA years of service. If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of applications that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Cincinnati (CIN) Human Resources Shared Service Center (HR SSC) can provide you with more information about VSIPs and VERAs, as well as benefits and retirements, and can assist you with retirement annuity estimates. Attachment C provides a list of your CIN HR SSC contacts. In addition, you are encouraged to review your electronic Official Personnel File (OPF) prior to submitting an application to ensure that all information is accurate.

If you decide to apply, you should do so early in the application period, which opens on October 28, 2014 and closes at 11:59 p.m. Eastern time on November 18, 2014. Applications will be accepted during this period using the [**HYPERLINK "http://intranet.epa.gov/rtp/2015buyout/"**]. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA or VSIP, you must depart during the separation window which ends on January 9, 2015. If you decide to withdraw your application, you must do so by January 8, 2015.

If you do proceed with VERA or VSIP, before leaving the Agency you are required to ensure that records for which you are responsible are identified and stored in a record keeping system or transferred to your supervisor or successor. If you have any questions about your records management responsibilities, please contact your [**HYPERLINK "http://www.epa.gov/records/contact.htm"**].

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

Attachments

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIPs to be Offered |
|---|--------------------------------|-------|------------------------------|--|
| Office of Administration and Resources Management IO/Office of Policy and Resources Management | 0301 | GS-13 | Ex. 6 - Personal Privacy | |
| | Miscellaneous Admin & Program | GS-12 | | |
| | 0341 | | | |
| | Administrative Officer | GS-12 | | |
| | Total | | 4 | 4 |
| | 0343 | | Ex. 6 - Personal Privacy | |
| | Management and Program Analyst | GS-15 | | |
| | | | | |
| | Total | | 4 | 4 |
| Total (OPRM/IO) | | | 8 | 8 |

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIPs to be Offered |
|-------------------------------|--|-------|---------------------------------|--|
| Office of Administration (OA) | 0018 Safety & Occupational Health Manager | GS-15 | Ex. 6 - Personal Privacy | |
| | | GS-14 | | |
| | | GS-13 | | |
| | Total | | 4 | 2 |
| | 0080 Security Specialist | GS-15 | Ex. 6 - Personal Privacy | |
| | | GS-14 | | |
| | | GS-13 | | |
| | Total | | 13 | 3 |
| | 0301 Miscellaneous Admin & Program | GS-15 | Ex. 6 - Personal Privacy | |
| | | GS-13 | | |
| | | GS-12 | | |
| | Total | | 3 | 2 |
| | 0340 Program Manager | GS-15 | Ex. 6 - Personal Privacy | |
| | | | | |
| | | | | |
| | Total | | | |
| | 0341 Administrative Officer | GS-11 | | |
| | | | | |
| | 0342 Support Services Specialist | GS-14 | | |
| | | GS-13 | | |
| | | GS-12 | | |
| | Total | | 10 | 9 |
| | 343 Management and Program Analyst | GS-15 | Ex. 6 - Personal Privacy | |
| | | GS-14 | | |
| | | GS-13 | | |
| | | GS-12 | | |
| | Total | | 23 | 10 |
| | 0350 | GS-04 | Ex. 6 - Personal Privacy | |

| | | | |
|--|---|--------------|---------------------------------|
| | Copy Equipment Operator | | Ex. 6 - Personal Privacy |
| | Total | | |
| | 0351 Printing Clerk | GS-05 | |
| | Total | | |
| | 0808 Architect | GS-14 | |
| | Total | | |
| | 0830 Mechanical Engineer | GS-14 | |
| | Total | | |
| | 1170 Realty Specialist | GS-14 | |
| | Total | | |
| | 1654 Printing Officer | GS-14 | |
| | Total | | |

Total (OA)

69

35

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIPs to be Offered |
|---|--|--------------|---|---|
| Office of Acquisition Management (OAM) | 0301 | GS-12 | Ex. 6 - Personal Privacy | |
| | Miscellaneous Admin & Program | GS-09 | | |
| | 0306 | GS-12 | | |
| | FOIA Specialist | | | |
| | 0318 | GS-09 | | |
| | Secretary (Office Automation) | GS-07 | | |

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| | | | | |
|--|--------------------------------|-------|--------------------------|----|
| | 0341 | GS-12 | Ex. 6 - Personal Privacy | |
| | Administrative Officer | GS-11 | | |
| | 0343 | GS-15 | | |
| | Management and Program Analyst | GS-14 | | |
| | | GS-13 | | |
| | Total | | 20 | 5 |
| | 0511 | GS-13 | Ex. 6 - Personal Privacy | |
| | Auditor | GS-12 | | |
| | Total | | 5 | 2 |
| | 1102 | GS-15 | Ex. 6 - Personal Privacy | |
| | Procurement Analyst | GS-14 | | |
| | | GS-13 | | |
| | Total | | 22 | 10 |
| | 1106 | GS-07 | Ex. 6 - Personal Privacy | |
| | Procurement Technician | | | |
| | Total | | | |
| | 2210 | GS-13 | | |
| | IT Specialist (Non Info Sec) | | | |
| | Total | | | |

Total (OAM)

53

21

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIPs to be Offered |
|--|--|-------|---------------------------------|--|
| Office of Diversity, Advisory Committee Management and Outreach (ODACMO) | 0301 Miscellaneous Admin & Program | GS-11 | Ex. 6 - Personal Privacy | |
| | | | | |
| | Total | | 1 | 1 |
| | 0343 Management and Program Analyst | GS-12 | Ex. 6 - Personal Privacy | |
| | | | | |
| | Total | | 1 | 1 |

| | | |
|-----------------------|----------|----------|
| Total (ODACMO) | 2 | 2 |
|-----------------------|----------|----------|

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIPs to be Offered |
|--------------------------------------|---|-------------------------|---------------------------------|--|
| Office of Grants and Debarment (OGD) | 0303 Miscellaneous Clerk and Assistant | GS-08 | Ex. 6 - Personal Privacy | |
| | | | | |
| | Total | | | |
| | 1109 Grants Management Specialist | GS-14 GS-13 GS-12 | | |
| | | | | |
| | Total | | 26 | 7 |

Total (OGD)

27

8

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIPs to be Offered |
|---------------------------------|-----------------------------------|-------|------------------------------|--|
| Office of Human Resources (OHR) | 0201 Human Resources Specialist | GS-15 | Ex. 6 - Personal Privacy | |
| | | | | |
| | Total | | | |
| | 0301 | GS-15 | | |
| | Miscellaneous Admin & Program | | | |
| | Total | | | |
| | 0303 | GS-06 | | |
| | Miscellaneous Clerk and Assistant | | | |
| | | | | |
| | 0318 | GS-06 | | |
| | Secretary (Office Automation) | | | |
| | | | | |
| | 0326 | GS-04 | | |
| | Office Automation | | | |
| | 0344 | GS-07 | | |
| | Management and Program Assistant | | | |
| | Total | | 4 | 4 |
| | 0343 | GS-15 | Ex. 6 - Personal Privacy | |
| | Management and Program Analyst | GS-14 | | |
| | | GS-13 | | |
| | Total | | 16 | 7 |

Total (OHR)

22

13

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIPs to be Offered |
|---|-------------------------------------|-------|------------------------------|--|
| Office of Administration and Resources Management - Cincinnati (OARM-Cin) | 0201 Human Resources Specialist | GS-14 | Ex. 6 - Personal Privacy | |
| | Total | | | |
| | 0318 Secretary (Office Automation) | GS-09 | | |
| | Total | | | |
| | 0343 Management and Program Analyst | GS-13 | | |
| | | GS-12 | | |
| | Total | | 5 | 3 |
| | 0801 General Engineer | GS-13 | Ex. 6 - Personal Privacy | |
| | | GS-12 | | |
| | Total | | 3 | 1 |
| | 0830 Mechanical Engineer | GS-13 | Ex. 6 - Personal Privacy | |
| | Total | | | |
| | 1654 Printing Specialist | GS-13 | | |
| | Total | | | |

Total (OARM-Cin)

12

8

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of |
|--------|--------------|-------|------------------------------|-------------------|
|--------|--------------|-------|------------------------------|-------------------|

| | | | | VERA/VSIPs to be Offered | | | |
|--|--|-------|--------------------------|--------------------------|--|--------------------------|---|
| Office of Administration and Resources Management - RTP (OARM-RTP) | 0201 Human Resources Specialist | GS-12 | Ex. 6 - Personal Privacy | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |
| | 0301 Miscellaneous Admin & Program | GS-14 | Ex. 6 - Personal Privacy | | | | |
| | | GS-13 | | | | | |
| Total | | | | | | 2 | 2 |
| | 303 Miscellaneous Clerk and Assistant | GS-04 | | | | Ex. 6 - Personal Privacy | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |
| | 0343 Management and Program Analyst | GS-15 | Ex. 6 - Personal Privacy | | | | |
| | | GS-13 | | | | | |
| Total | | | | | | 2 | 2 |
| | 0801 General Engineer | GS-14 | | | | Ex. 6 - Personal Privacy | |
| | | GS-13 | | | | | |
| Total | | | 2 | 2 | | | |
| | 2010 Inventory Management Specialist | GS-13 | Ex. 6 - Personal Privacy | | | | |
| | | GS-09 | | | | | |
| Total | | | | | | 2 | 2 |
| | 2210 IT Specialist (Non Info Sec) | GS-13 | | | | Ex. 6 - Personal Privacy | |
| | | | | | | | |
| Total | | | | | | | |

Total (OARM-RTP)

15

12

VOLUNTARY SEPARATION INCENTIVE PAYMENT (VSIP) AND VOLUNTARY EARLY RETIREMENT AUTHORITY (VERA) ELIGIBILITY

NOTE: This chart is intended to provide information about general eligibility. If you have any questions about whether or not you meet any of the criteria, you should apply, so the Human Resources Shared Service Center can make an official determination.

| You ARE eligible for a VSIP if you: | You ARE eligible for VERA if you: | You are NOT eligible for VSIP if you: |
|--|--|---|
| are serving under an appointment without time limitation | meet the minimum age and service requirements: - at least age 50 with at least 20 years of credible federal service OR - any age with at least 25 years of creditable federal service | are a reemployed annuitant |
| have been currently employed by the federal government for a continuous period of at least three years | have been continuously employed by the Agency for at least 31 days before the date your region or program office initially requested OPM approval for VERA | have a disability such that you are or would be eligible for disability retirement |
| are serving in a position covered by your region or program office's VSIP offer | are serving under an appointment without time limitation | have received a decision notice of involuntary separation for misconduct or unacceptable performance |
| apply for and receive approval for a VSIP from the Agency | have not received a final removal decision based on misconduct or unacceptable performance | have previously received a VSIP from the federal government |
| separate by January 9, 2015 | are serving in a position covered by your region or program office's VERA offer | performed service during the 36-month period preceding the date of separation for which a student loan repayment benefit was paid or is to be paid |
| | retire under the VERA option during your program or region's VERA window | performed service during the 24-month period preceding the date of separation for which a recruitment or relocation bonus was paid or is to be paid |
| | | performed service during the 12-month period preceding the date of separation for which a retention bonus was paid or is to be paid |

POINTS OF CONTACT

If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact the Cincinnati Human Resources Shared Service Center (CIN) Human Resources Shared Service Center (HR SSC) as shown below. You may also contact the CIN HR SSC if you have questions about FHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.

Email: CIN_HRSSC_Benefits_Central
Please include VERA/VSIP Request in the Subject Line

Or

Telephone: 513-569-7699

If you have specific questions about OARMVERA or VSIP package, please contact Jan Jablonski at (202) 564-9922 or jablonski.janice@epa.gov.

HOW AND WHEN TO APPLY FOR VERA AND VSIP

| | |
|---|---|
| Before You Apply | <p>Read the memorandum from your region or program office announcing the VERA and VSIP. You should ensure that you are in an approved employee category by reviewing Attachment A. If you are interested in the VERA or VSIP but are unsure about your eligibility, you should apply during the application window, so the Human Resources Shared Service Center (HR SSC) can make an official determination.</p> |
| Where to Find Additional Information | <p>The Office of Personnel Management has information on its website regarding [HYPERLINK "http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/"] and [HYPERLINK "http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/"]. You may also view frequently asked questions at [HYPERLINK "http://intranet.epa.gov/policy/buyouts/index.htm"].</p> <p>If you need additional information, please call or email the CIN HR SSC points of contact identified in Attachment C.</p> |
| Estimating Retirement Pay | <p>The [HYPERLINK "https://fhrnavigator.com/frbweb/logon.do?operation=index&client=EPA"] allows you to estimate your basic annuity. Instructions on how to use the FHR Navigator can be found at [HYPERLINK "http://intranet.epa.gov/policy/buyouts/index.htm"]. If you would like to discuss your estimated annuity or other benefits or if you would like to have the CIN HR SSC run an estimate for you, please call or email the points of contact identified in Attachment C.</p> |
| Application Window | <p>The application window (the time during which you must apply for a VERA or VSIP) opens October 28, 2014 and closes at 11:59 pm Eastern Time on November 18, 2014. -Applications submitted after 11:59 p.m. EST, November 18, 2014, will not be considered.</p> |
| Application Process | <p>Step 1: Go to the electronic application form at: [HYPERLINK "http://intranet.epa.gov/rtp/2015buyout/"]</p> <p>Step 2: Complete your application form and press submit when you have fully completed all of the blocks. If you need assistance completing the form or if you require an alternative text format, please contact the CIN HR SSC as identified in Attachment C.</p> <p>You should apply early in the application window in case you experience any problems or issues in applying.</p> <p>Step 3: You will receive an email notification when your application has been received by the HR SSC and your region or program office.</p> <p>Step 4: If you haven't already run your retirement estimate or haven't had the HR SSC complete an estimate for you, please follow the instructions in the box above on Estimating Retirement Pay to obtain an estimate.</p> |
| After You Apply | <p>The CIN HR SSC will review your application and notify you of your eligibility. You should receive a notification NLT December 17, 2014. If you are eligible and your application is approved, the CIN HR SSC will ask you to complete the necessary paperwork to process your separation.</p> |

This attachment includes specific, approved language about the targeted positions sent to OPM and OMB in OARM's VERA/VSIP submission. The entire submission will be available on the intranet site in the near future.

Reshaping the Workforce

The OARM VERA/VSIP proposal will be used to: realign the workforce from general support services to essential programmatic activities necessary for meeting the agency's strategic goals and expanded federal requirements; correct significant competency gaps by creating a limited number of new positions in some current and some new job series to recruit for necessary skill sets; acquire the skills necessary to respond to new security requirements; restructure, reorganize, and eliminate layering in the organization while reducing the personnel staffing number and needed supervisory requirements; and reduce and rebalance the currently skewed, high-level grade structure by general targeting for separation the GS-13 and above levels, while recruiting at generally lower grade and career ladder levels. These actions will allow us to incorporate new and enhance available competencies and concentrate and redistribute duties in fewer staff according to complexity and grade requirements, ultimately reshaping the workforce, right-sizing the OARM, saving significant personnel costs, and improving overall organizational productivity and performance. The tables in Attachment 3 compare the targeted positions with the positions that will be recruited to address the skill gaps described below. The tables reflect the full performance level (FPL) of each position and the OARM will look to hire at the entry level where possible.

- **Realign organizational and personnel activities from general support services to essential programmatic functions required for meeting agency strategic goals, as well as new and expanded agency priorities and federal environmental and programmatic mandates.**

The OARM Immediate Office and Office of Policy and Resources Management is realigning its organizational structure to place greater programmatic focus on priority areas and achieve a better distribution of budgetary and staffing resources, thereby resulting in enhanced operational efficiencies. Attachment 1 shows the current organization chart and attachment 2 shows the new organization chart.

The OARM's plan is to reshape its workforce competencies by transitioning from obsolete administrative positions to more analytical administrative positions and acquiring much-needed technical skills in programmatic positions. The targeted positions and resulting separations will create a limited number of new position vacancies.

- 4 positions in the 0301 General Administrative series at the GS-13, GS-12, and GS-11 levels with a maximum of 4 offers
- 1 position in the 0318 Secretarial series at the GS-09 level with a maximum of 1 offer
- 1 position in the 0341 Administrative Officer series at the GS-12 level with a maximum of 1 offer
- 5 positions in the 0343 Program Analyst series at the GS-15 and GS-12 levels with a maximum of 5 offers
- 1 position (located in RTP) in the 2210 IT Specialist series at the GS-13 level with a maximum of 1 offer

The OARM will transition these obsolete series to more general analytical and technical series to assist in the development of much needed policies for the organization support the organization's more technical functions. The majority of these positions are located in the organization's front office and staff offices. There will also be four (4) positions hired in the IT series to address much needed skill gaps in IT security. The IT positions will

be filled by applicants with IT security experience rather than the software and hardware support experience of the OARM's current staff. The OARM will plan to rehire the following positions to meet these needs.

- 1 position in the 0303 Administrative Analyst series with an FPL of GS-07
- 10 positions in the 0343 Analyst series with an FPL of GS-12, 13, and 14
- 4 positions in the 2210 IT Specialist series with an FPL of GS-12 and 13

- **The Office of Grants and Debarment (OGD) is reshaping its workforce to face the changing landscape of federal grants administration**

As stated above, the OGD is facing an evolution in grants management driven by changes in OMB guidelines as well as federal statutes. This change has challenged the OGD to look internally in how it delivers service and address skill gaps. This VERA/VSIP package provides the OGD with the tool it needs to address some of these skill gaps. The OGD will target the following positions:

- 1 position within the 303 general support series with a maximum of 1 offer
- 26 positions with the 1109 technical series with a maximum of 7 offers

The eight (8) offered positions will be restructured. Specifically, the OGD will seek to fill the eight positions at a lower grade since the work no longer requires the higher level 1109 work. They will also repurpose positions to handle grants compliance issues and management of their IT systems.

- 2 positions within the 0343 series to perform compliance functions with an FPL of GS-12
- 4 positions within the 1801 enforcement and compliance series with an FPL of GS-12
- 1 position within the 0510 accountant series with an FPL of GS-12
- 1 position within the 2210 IT specialist series with an FPL of GS-12

- **The Office of Acquisition Management (OAM) is reshaping its workforce to prepare for a move to *Centers of Expertise* and more fully leverage strategic sourcing.**

The Office of Acquisition Management will be utilizing VERA/VSIP to reshape the acquisition workforce in support of the organization's reorganization efforts. Under the reorganization, OAM will be increasing emphasis on strategic sourcing, strategic planning, and workload and workforce planning. In addition, OAM will be realigning its operational components around the supplies and services being acquired or the mission for which those supplies or services are being acquired in order to enhance the skills of OAM's acquisition workforce through more specialized knowledge and experience. In order to achieve the desired end state, OAM will be eliminating the designated 1102 positions vacated via the VERA/VSIP and any positions that are filled must have the following core competencies:

- Knowledge of commodity management, spend analytics, federal acquisition regulations/policies/procedures
 - Skill in analyzing market trends, performing spend analyses, establishing baseline spending levels
 - Ability to facilitate integrated project teams, establish and monitor performance metrics related to items which have been strategically sourced, and conduct extensive change management activities.
- 25 positions within 6 general support series with a maximum of 8 offers
 - 28 positions within 3 technical series with a maximum of 13 offers

The OAM hopes to use the VERA/VSIP as a means to reduce the number of positions and refocus from *Procurement Analyst* to more technical *Contract Specialist* as well as the more business focused 1101 series.

- 6 1102 *Contracts Specialist* with an FPL of GS-12
- 3 1101 *General Business Analyst* with an FPL of GS-13
- **The Office of Human Resources (OHR) and the Human Resources Shared Service Centers located in Cincinnati, OH and Durham, NC are reshaping their workforces as result of our migration to the Shared Service Center model and the objective of becoming and supporting a high performing organization.**

In 2008, the agency transitioned to a Shared Service Center model, standing up three geographically separate SSCs that were located outside of the EPA's Washington, DC, headquarters offices. At that time, VERA/VSIP authority was obtained and offered to the many HR specialists physically located in our Washington, DC headquarters offices. Unfortunately, few employees were in a position to accept a VERA or VSIP offer and only one headquarters employee agreed to relocate to one of the SSCs. The preponderance of employees remaining at headquarters were absorbed across multiple OHR divisions and through the organization's best efforts were assigned duties encompassing HR advisory services including classification/compensation, training, information systems and policy development. As OHR continues its transition towards a human capital/strategic partner model, even greater demand for analytic skills and strategic consultative abilities are required so that the organization may successfully advise and guide its senior management as well as program and regional office customers on more complex human capital focus areas including skills optimization, workforce planning, performance culture development and labor/employee relations advisory services.

To facilitate the foregoing maturation process, OHR is in the process of completing a comprehensive reorganization that will consolidate related functions within specific divisions, accelerating collaboration and connectivity of human capital areas. OHR's reorganization will combine HR policy, training/talent management, recruitment and workforce planning under one large division. Other divisions will absorb and combine remaining functions. This effort will promote stronger partnerships and build greater strategic capacity as the organization fully realizes the synergies and connections of its related functions. OHR will also require the use of VERA/VSIP authorities as we mature and restructure existing positions to obtain the skills and competencies required to be a high performing, strategic partner for all areas of human capital. Some of the desired skills and competencies, not always present in the current OHR headquarters workforce, include strong oral and written communications skills, strategic consulting ability, and strategic thinking.

In the Washington, DC headquarters HR organization, the model for employee performance is that of a consultant and strategic partner for EPA program and regional offices. This model is consistent with OPM's maturation model and reflects EPA's vision for achieving the agency's cross-cutting strategic plan objective of becoming a high performing organization. OHR is identifying 26 headquarters positions viewed as transaction focused to ensure the organization can develop staff performing in an HR advisory role. The proposed change will allow OHR to meet agency expectations for a more advisory-oriented human resources organization. The proposal will target 21 general support positions with 12 offers to address this deficiency.

Washington, DC

- 21 positions within 6 general support series with a maximum of 12 offers
- 1 position with the 201 technical series with a maximum of 1 offer

The OHR will repurpose these positions to more programmatic policy and labor and employee relations (LER) focused in order to address the current skills gaps. This will allow OHR to better act as the Agency's national program manager for HR policy, LER, and chief advisor on HR issues. The OHR plans to address these needs with the following hires:

- 8 positions in the 0201 HR Specialist series with an FPL of GS-12 and 14
- 2 positions in the 0905 Attorney Advisor series with an FPL of GS-14
- 3 positions in the 1750 Instructional System Specialist Series with an FPL of GS-14

Cincinnati, OH

- 1 position within the 0201 series with a maximum of 1 offer

In Cincinnati, the position provides training support to local EPA-Cincinnati employees/managers and position classification support to the HRSSC. Upon removal of the Training Officer role, which has evolved from hands on training and development to one of review and approval of training requests, other duties in the position description do not support a full time workload or the classification of a GS-14. Human Resource Specialists in the HRSSC performing classification duties have a full performance level of GS-12 unless they have Team Lead responsibilities. A senior level specialist is no longer needed and the HRSSC will look to recruit up to two (2) HR Specialist 0201s with an FPL of GS-12.

The human resources shared service center (HR SSC) in RTP, NC has seen a shift in workload as the agency's head count has shrunk since 2011. While there has been a decrease in hiring, a steady dose of internal actions such as details and reassignments have shifted staffing requirements. The RTP HR SSC would offer positions in employee development and benefits in order to free up positions for classification.

Durham, NC (Research Triangle Park)

- 5 positions within the 0201 series with a maximum of 2 offers

The VERA/VSIP would afford the RTP SSC the opportunity to realign resources by reducing the number of supervisors and realigning positions to meet needs in classification thus filling skill gaps and achieve efficiencies. The RTP HR SSC will recruit up to two (2) HR Specialist with an FPL GS-201-12 to meet needs in classification.

- The Office of Administration (OA) and OARM offices located in Cincinnati, OH and Durham, NC, are refining the way they manage EPA owned facilities and ever more complex building systems requiring technical expertise outside the current workforce.

The OARM is responsible for the management and operations of EPA's facilities, both owned and leased. There are OARM operations in Washington, DC, Cincinnati, OH, and Durham, NC. Each of these operations faces unique challenges and responsibilities. With the increased emphasis on both physical and personnel security, OA headquarters is in the process of realigning staff to meet this need. The OA is also tasked with a comprehensive space reduction across the EPA's portfolio that requires new technical skills not already in-house. The EPA owns the facilities operated by OARM in Cincinnati and Durham. These facilities have highly technical building automation systems with over 100,000 control points which require highly technical engineers to direct on-site building maintenance staff as well as trouble shoot complex building issues. System engineers with greater IT backgrounds are needed to help EPA operate the facilities of the future. The

VERA/VSIP plan laid out below provides the OARM with a better opportunity to align skill sets and ensure the agency meets its sustainability and energy mandates.

Headquarters

- 44 positions within 8 general support series with a maximum of 27 offers
- 25 positions with the 5 technical series with a maximum of 8 offers

Cincinnati, OH

- 7 positions within 4 general support series with a maximum of 5 offers
- 4 positions with the 2 technical series with a maximum of 2 offers

Durham, NC

- 7 positions within 4 general support series with a maximum of 7 offers
- 2 positions within the 0801 technical series with a maximum of 2 offers

Each location will look to upgrade the skills of their facilities workforce with a more technical and engineering focus. The OARM is faced with addressing emerging environmental changes to infrastructure and operations (green building, climate change, energy policy, reducing our footprint). The OARM will address these emerging skill gaps by recruiting the following positions:

Headquarters

- 1 positions within the 0018 Safety and Occupational Health series with an FPL of GS-09
- 4 positions within the 0028 Environmental Protection Specialist series with an FPL of GS-09, 11, and 12
- 1 positions within the 0080 Security Specialist series with an FPL of GS-09
- 1 positions within the 0110 Economist series with an FPL of GS-09
- 9 positions within the 0343 Program Analyst series with an FPL of GS-09, 11, and 12
- 2 positions within the 0690 Industrial Hygienist series with an FPL of GS-11 and 13
- 1 positions within the 0803 Safety Engineer series with an FPL of GS-09
- 3 positions within the 0819 Environmental Engineer series with an FPL of GS-12
- 2 positions within the 0830 Mechanical Engineering series with an FPL of GS-11 and 12
- 2 positions within the 0850 Electrical Engineering series with an FPL of GS-11
- 1 position within the 1082 writer/editor series with an FPL of GS-11
- 1 positions within the 1103 Industrial Property Management series with an FPL of GS-09
- 1 positions within the 1170 Realty Specialist series with an FPL of GS-09
- 3 positions within the 1176 Building Manager series with an FPL of GS-09, 11, and 12
- 1 position within the 1640 technical series with an FPL of GS-09
- 2 positions within the 2000 technical series with an FPL of GS-09

Cincinnati, OH

- 2 positions within the 2000 technical series with an FPL of GS-12

Durham, NC

- 1 position within the 0028 Environmental Protection Specialist series with an FPL of GS-12

- 2 positions within the 0830 Mechanical Engineering series with an FPL of 12 and 14
- 1 position within the 0850 Electrical Engineering series with an FPL of GS-12
- 5 positions within the 1640 technical series with an FPL of GS-12

EPA RETIREMENT/VERA/VSIP INFORMATION (3/17/2017)

| | Total non-term employees | Retirement Eligible |
|------------------|---------------------------------|----------------------------|
| AO | 338 | 75 |
| OECA | 733 | 173 |
| OGC | 223 | 35 |
| OIG | 274 | 43 |
| OITA | 74 | 10 |
| OCFO | 312 | 51 |
| OEI | 340 | 70 |
| OARM | 698 | 117 |
| OW | 584 | 101 |
| OLEM | 497 | 114 |
| OAR | 1146 | 182 |
| OCSPP | 1000 | 206 |
| ORD | 1586 | 421 |
| R1 | 569 | 134 |
| R2 | 787 | 199 |
| R3 | 828 | 191 |
| R4 | 918 | 166 |
| R5 | 1084 | 254 |
| R6 | 738 | 222 |
| R7 | 507 | 75 |
| R8 | 529 | 94 |
| R9 | 740 | 145 |
| R10 | 548 | 108 |
| EPA TOTAL | 15053 | 3186 |

| VERA Eligible (does not include RE) | VSIP Eligible |
|-------------------------------------|---------------|
| 82 | 314 |
| 163 | 689 |
| 52 | 180 |
| 58 | 252 |
| 20 | 70 |
| 85 | 285 |
| 80 | 310 |
| 167 | 642 |
| 95 | 504 |
| 133 | 453 |
| 269 | 1004 |
| 227 | 883 |
| 324 | 1470 |
| 206 | 523 |
| 245 | 729 |
| 226 | 722 |
| 299 | 826 |
| 312 | 978 |
| 169 | 669 |
| 110 | 442 |
| 133 | 492 |
| 208 | 679 |
| 125 | 502 |
| 3788 | 13618 |

VSIP

When an agency has received approval from OPM to offer VSIPs, any employee (as defined in 5 U.S.C. 2105) who meets these general eligibility requirements may receive an offer. The employee must:

1. Be serving in an appointment without time limit;
2. Be currently employed by the Executive Branch of the Federal Government for a continuous period of at least 3 years;
3. Be serving in a position covered by an agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
4. Apply for and receive approval for a VSIP from the agency making the VSIP offer; and
5. Not be included in any of the ineligibility categories listed below.

Employees in the following categories are not eligible for a VSIP:

1. Are reemployed annuitants;
2. Have a disability such that the individual is or would be eligible for disability retirement;
3. Have received a decision notice of involuntary separation for misconduct or poor performance;
4. Previously received any VSIP from the Federal Government;
5. During the 36-month period preceding the date of separation, performed service for which a student loan repayment benefit was paid, or is to be paid;
6. During the 24-month period preceding the date of separation, performed service for which a recruitment or relocation incentive was paid, or is to be paid; and
7. During the 12-month period preceding the date of separation, performed service for which a retention incentive was paid, or is to be paid.

VERA

To be eligible to retire under VERA, an employee must:

- (1) Meet the VERA minimum age and service requirements (i.e., the employee has completed at least 20 years of creditable service and is at least age 50, or has completed at least 25 years of creditable service regardless of age);
☐ The minimum age and service requirements are set by statute in 5 U.S.C. 8336(d)(2) for CSRS employees, and in 5 U.S.C. 8414(b)(1) for FERS employees. OPM has no authority to waive either the minimum age or service requirement for VERA eligibility.
- (2) Have been continuously employed by the agency for at least 31 days before the date that the agency initially requested OPM approval of VERA;
- (3) Hold a position that is not a time-limited appointment;
- (4) Have not received a final removal decision based upon misconduct, or unacceptable performance;
- (5) Hold a position covered by the agency's VERA; and
- (6) Retire under the VERA option during the agency's VERA window.

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1. Be serving in an appointment without time limit;
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4. Have not received a final removal decision based upon misconduct, or unacceptable performance;
5. Hold a position covered by the agency's VERA; and
6. Retire under the VERA option during the agency's VERA window.

EPA EMPLOYEE INFORMATION

July 27, 2017

On Board Employee Count:

April 2017 Permanent: 14,985
 Temporary: 234
 TOTAL: 15,219 (379 are Part-time)

July 2017 Permanent: 14,860
 Temporary: 222
 TOTAL: 15,082 (321 are Part-time and excludes 56 PHS Officers)

On-Board Employee Count has decreased by 137 since April 3rd

On Board FTE Utilization (as of PP21): 14,894.5 (includes reimbursable)

This is a snapshot as of July 27th. The snapshot shows how many people EPA paid in the most recent pay date.

Separations and External Hires Since April 2017:

| | Apr 2017 | May 2017 | Jun 2017 | Jul 2017 | TOTAL |
|--------------------|-------------|-------------|-------------|-------------|------------|
| Separations | 62 | 59 | 50 | 19 | 190 |

| EXTERNAL HIRES | Apr 2017 | May 2017 | Jun 2017 | Jul 2017 | TOTAL |
|-----------------------|-------------|-------------|-------------|-------------|-----------|
| Regular EPA Employees | 11 | 6 | 10 | 5 | 32 |
| Experts/Consultants | 5 | 4 | 8 | 2 | 19 |
| Pathways - NTE | | | 19 | 9 | 28 |
| Grand Total | 16 | 10 | 37 | 16 | 79 |

The Pathways-NTE are typically the summer students and they have a firm end date

VERA/VSIP Applications Received: 483

EPA RETIREMENT/VERA/VSIP INFORMATION (3/17/2017)

| | Total non-term employees | Retirement Eligible |
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| OCFO | 312 | 51 |
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| 206 | 523 |
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| 226 | 722 |
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| 312 | 978 |
| 169 | 669 |
| 110 | 442 |
| 133 | 492 |
| 208 | 679 |
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| 3788 | 13618 |

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- (2) Have been continuously employed by the agency for at least 31 days before the date that the agency initially requested OPM approval of VERA;
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- (4) Have not received a final removal decision based upon misconduct, or unacceptable performance;
- (5) Hold a position covered by the agency's VERA; and
- (6) Retire under the VERA option during the agency's VERA window.

Workforce Reshaping: Early-Outs/Buy-Outs

BACKGROUND

Voluntary Early Retirement Authority (VERA) provides agencies the option to offer voluntary early retirement that are undergoing substantial restructuring, reshaping, downsizing, transfer of function, or reorganization. It is an option for increasing voluntary attrition – provides an incentive for employees to voluntarily retire or resign and could provide placement opportunities for employees occupying surplus positions.

Buy-Out or Voluntary Separation Incentive Payment (VSIP) Authority allows agencies that are downsizing or restructuring to offer employees lump-sum payments up to \$25,000 as an incentive to voluntarily separate. An agency may offer VSIP to employees who are in surplus positions or have skills that are no longer needed in the workforce who volunteer to separate by resignation, optional retirement, or by voluntary early retirement.

REQUIREMENTS

EPA has held discussions with OPM about developing the required business case that outlines our plan for achieving reductions. The business case includes:

- Justification for request
- Data on the targeted population (targeted positions will be eliminated or restructured; positions critical to the agency should not be included in the targeted population)
- Before and after organizational charts, as applicable
- Time period the incentives are available
- Anticipated budget impact
- Anticipated employee interest
- The maximum number of buy-outs to be offered
- Information about how the organization will operate without the eliminated or restructured positions and functions.

OPM and OMB approval is required and approval generally takes 4-6 weeks and will stipulate a period of time during which the agency can offer the two incentives.

TIMELINE

A minimum of four months is required to complete the VERA/VSIP process. EPA will look to limit the number of business cases to help expedite the process. Tentative plan of submitting business case to OPM/OMB in May 2017 could result in employee departures from agency rolls by the end of September 2017.

1. Develop Business Case (45-60 days – complete by May 2017)
 - Obtain retirement data and estimate costs
 - Develop business case in collaboration with OPM and OMB (i.e., identify positions targeted and explain how agency will meet its mission needs)
 - Notify unions
2. OPM/OMB Review/Approval (30-45 days – by June 2017)

3. Implementation/Separations (60-90 days --- July – September 2017)
 - Notify unions of OPM approved plan
 - Issue employee notifications
 - Separations

CURRENT RETIREMENT ELIGIBILITY OF EPA EMPLOYEES

Of 15,053 permanent employees:

3,186 are currently eligible to retire now;
3,788 are VERA eligible; and
13,618 are VSIP eligible.

RESULTS FROM 2014/2015 V/V EFFORTS

In 2014 we targeted 5,828 positions and the maximum number to be approved was 1,365. Total departures were 456 employees which is 7.82% of what was targeted and 33.4% of what we agreed to approve.

In 2015 we targeted 2,095 positions and the maximum number for approval was 587. Total departures were 196 (9.36% of the targeted number and 33.4% of what we agreed to approve.)

Total departures for both years was 652 employees.

Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 7/13/2017 8:22:03 PM
To: Bloom, David [Bloom.David@epa.gov]
Subject: FW: VERA VSIP Applications Received

FYI ...

As of 4:00 this afternoon, 278 VERA/VSIP applications have been received agency-wide.
Below is the breakdown by Program/Region.

| Program or Region | Total |
|-------------------|--------|
| AO | 7 |
| OAR | 2 |
| OARM | 17 |
| OCFO | 13 |
| OCSPP | 10 |
| OECA | 32 |
| OEI | 10 |
| OGC | 1 |
| OITA | 2 |
| ORD | 23 |
| OW | 14 |
| Region 1 | 18 |
| Region 10 | 2 |
| Region 2 | 7 |
| Region 3 | 28 |
| Region 4 | 17 |
| Region 5 | 16 |
| Region 6 | 23 |
| Region 7 | 27 |
| Region 8 | 2 |
| Region 9 | 7 |
| | Total: |
| | 278 |

For comparison, here's what we received in the first few days of the past 2 VERA/VSIP windows:

| Application Period | Day 1 | Day 2 | Day 3 | % of Total Applications |
|--------------------|-------|-------|-------|-------------------------|
| October 2014 | 33 | 100 | 36 | 52% |
| February 2014 | 237 | 65 | 27 | 72% |

Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 5/8/2017 1:07:44 PM
To: Sheehan, Charles [Sheehan.Charles@epa.gov]
Subject: RE: Voice Mail Question

I'll check with Donna this morning and if she says anything differently I will let you know but I'm assuming it's what I mentioned to you ☺

From: Sheehan, Charles
Sent: Monday, May 08, 2017 9:05 AM
To: Showman, John <Showman.John@epa.gov>
Subject: RE: Voice Mail Question

Thanks John.

Sorry to add to your message box burden. It seems from your answer that the rule is that SESers are in the mix on the same terms as anyone else. Just wanted to be sure there wasn't some ironclad bar against including SESers.

See you Thursday.

Chuck

From: Showman, John
Sent: Monday, May 08, 2017 8:13 AM
To: Sheehan, Charles <Sheehan.Charles@epa.gov>
Subject: Voice Mail Question

Chuck – I was in Atlanta last week meeting on the regional laboratories and just got your voice message. In the past, SES positions were limited in any V/V request – I can only recall that Region 9 included one position and they were restructuring and eliminated 1 SES position. So my guess is that if you were to include any SES position(s) you would have to eliminate the position(s). I'm around if you have any questions or want to talk. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator
Office of Administration and Resources Management
US Environmental Protection Agency
202-564-5341

Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 7/13/2017 8:21:00 PM
To: Helm, Arron [Helm.Arron@epa.gov]
Subject: RE: VERA VSIP Applications Received

Thanks – I've been getting the notifications for OARM – saw one for RTP – maybe a birthday present ☺

From: Helm, Arron
Sent: Thursday, July 13, 2017 4:17 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

See below.
Sent from my iPhone

Begin forwarded message:

From: "Martinson, Alice" <Martinson.Alice@epa.gov>
Date: July 13, 2017 at 4:04:38 PM EDT
To: "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>
Cc: "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>
Subject: VERA VSIP Applications Received

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| OITA | 2 |
| ORD | 23 |
| OW | 14 |
| Region 1 | 18 |
| Region 10 | 2 |
| Region 2 | 7 |

| | |
|----------|-----|
| Region 3 | 28 |
| Region 4 | 17 |
| Region 5 | 16 |
| Region 6 | 23 |
| Region 7 | 27 |
| Region 8 | 2 |
| Region 9 | 7 |
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~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 7/24/2017 4:33:48 PM
To: Flynn, Mike [Flynn.Mike@epa.gov]
Subject: Updated Count of VERA VSIP Applications Received

FYI --- Updated count ...

As of 12:15 this afternoon, 444 VERA/VSIP applications have been received agency-wide.
Below is the breakdown by SSC and then by Program/Region.

ALL by HR SSC

| HR Shared Service Center | Total |
|--------------------------|---------------|
| | 1 |
| Cincinnati | 191 |
| ERD | 3 |
| Las Vegas | 40 |
| RTP | 201 |
| | Total: 444 |

| Program or Region | Total |
|-------------------|---------------|
| AO | 14 |
| OAR | 3 |
| OARM | 29 |
| OCFO | 16 |
| OCSPP | 14 |
| OECA | 44 |
| OEI | 17 |
| OGC | 2 |
| OITA | 3 |
| OLEM | 17 |
| ORD | 31 |
| OW | 25 |
| Region 1 | 26 |
| Region 10 | 4 |
| Region 2 | 7 |
| Region 3 | 50 |
| Region 4 | 26 |
| Region 5 | 26 |
| Region 6 | 37 |
| Region 7 | 33 |
| Region 8 | 4 |
| Region 9 | 14 |
| | Total: 444 |

Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 7/24/2017 4:32:53 PM
To: Helm, Arron [Helm.Arron@epa.gov]
CC: Collins, BJ [Collins.BJ@epa.gov]
Subject: RE: VERA VSIP Applications Received

What Service! Thanks

From: Helm, Arron
Sent: Monday, July 24, 2017 12:32 PM
To: Showman, John <Showman.John@epa.gov>
Cc: Collins, BJ <Collins.BJ@epa.gov>
Subject: FW: VERA VSIP Applications Received

Just in

From: Bowman, Chelsea
Sent: Monday, July 24, 2017 12:18 PM
To: Martinson, Alice <Martinson.Alice@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Ashley, Cheryl <Ashley.Cheryl@epa.gov>; Scribbs, Alison <scribbs.alison@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>
Subject: VERA VSIP Applications Received

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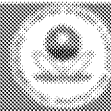
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| OLEM | 17 | |
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| Region 1 | 26 | |
| Region 10 | 4 | |
| Region 2 | 7 | |
| Region 3 | 50 | |
| Region 4 | 26 | |
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-Chelsea

Chelsea Bowman
Human Resources Specialist
U.S. Environmental Protection Agency
OARM-RTP/HRMD
Research Triangle Park, NC 27711
Phone: 919-541-4215
Fax: 919-541-0724
bowman.chelsea@epa.gov

OARM-RTP

SERVE. SOLVE. COLLABORATE.



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Sent: 7/20/2017 12:34:53 PM
To: Rodrigues, Cecil [rodrigues.cecil@epa.gov]
Subject: FW: VERA VSIP Applications Received

From: Helm, Arron
Sent: Wednesday, July 19, 2017 5:11 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Fwd: VERA VSIP Applications Received

ALL by HR SSC

| HR Shared Service Center | Total | |
|--------------------------|--------|--|
| Cincinnati | 178 | |
| ERD | 3 | |
| Las Vegas | 44 | |
| RTP | 189 | |
| | Total: | |
| | 414 | |

| Program or Region | Total |
|-------------------|--------|
| AO | 13 |
| OAR | 3 |
| OARM | 28 |
| OCFO | 16 |
| OCSPP | 13 |
| OECA | 41 |
| OEI | 17 |
| OGC | 1 |
| OITA | 3 |
| OLEM | 12 |
| ORD | 31 |
| OW | 23 |
| Region 1 | 26 |
| Region 10 | 4 |
| Region 2 | 7 |
| Region 3 | 43 |
| Region 4 | 23 |
| Region 5 | 27 |
| Region 6 | 36 |
| Region 7 | 32 |
| Region 8 | 3 |
| Region 9 | 12 |
| | Total: |
| | 414 |

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/18/2017 8:14:50 PM
To: McIlwain, Serena [McIlwain.Serena@epa.gov]
Subject: Fwd: VERA VSIP Applications Received

Sent from my iPhone

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 18, 2017 at 4:10:45 PM EDT
To: "Showman, John" <Showman.John@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>
Subject: VERA VSIP Applications Received

| HR Shared Service Center | Total | |
|--------------------------|--------|--|
| Cincinnati | 172 | |
| ERD | 3 | |
| Las Vegas | 41 | |
| RTP | 182 | |
| | Total: | |
| | 398 | |

| Program or Region | Total | |
|-------------------|-------|--|
| AO | 13 | |
| OAR | 2 | |
| OARM | 28 | |

| Program or Region | Total | |
|-------------------|--------|--|
| OCFO | 16 | |
| OCSPP | 13 | |
| OECA | 40 | |
| OEI | 16 | |
| OGC | 1 | |
| OITA | 3 | |
| OLEM | 10 | |
| ORD | 30 | |
| OW | 22 | |
| Region 1 | 24 | |
| Region 10 | 3 | |
| Region 2 | 7 | |
| Region 3 | 42 | |
| Region 4 | 21 | |
| Region 5 | 26 | |
| Region 6 | 34 | |
| Region 7 | 32 | |
| Region 8 | 3 | |
| Region 9 | 12 | |
| | Total: | |
| | 398 | |

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/18/2017 8:11:58 PM
To: Lapierre, Kenneth [Lapierre.Kenneth@epa.gov]
Subject: Fwd: VERA VSIP Applications Received

Sent from my iPhone

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 18, 2017 at 4:10:45 PM EDT
To: "Showman, John" <Showman.John@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>
Subject: VERA VSIP Applications Received

| HR Shared Service Center | Total | |
|--------------------------|--------|--|
| Cincinnati | 172 | |
| ERD | 3 | |
| Las Vegas | 41 | |
| RTP | 182 | |
| | Total: | |
| | 398 | |

| Program or Region | Total | |
|-------------------|-------|--|
| AO | 13 | |
| OAR | 2 | |
| OARM | 28 | |

| Program or Region | Total | |
|-------------------|--------|--|
| OCFO | 16 | |
| OCSPP | 13 | |
| OECA | 40 | |
| OEI | 16 | |
| OGC | 1 | |
| OITA | 3 | |
| OLEM | 10 | |
| ORD | 30 | |
| OW | 22 | |
| Region 1 | 24 | |
| Region 10 | 3 | |
| Region 2 | 7 | |
| Region 3 | 42 | |
| Region 4 | 21 | |
| Region 5 | 26 | |
| Region 6 | 34 | |
| Region 7 | 32 | |
| Region 8 | 3 | |
| Region 9 | 12 | |
| | Total: | |
| | 398 | |

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 7/18/2017 8:11:34 PM
To: Bloom, David [Bloom.David@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]
Subject: Fwd: VERA VSIP Applications Received

Latest update.

Sent from my iPhone

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: July 18, 2017 at 4:10:45 PM EDT
To: "Showman, John" <Showman.John@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>
Subject: VERA VSIP Applications Received

| HR Shared Service Center | Total | |
|--------------------------|--------|--|
| Cincinnati | 172 | |
| ERD | 3 | |
| Las Vegas | 41 | |
| RTP | 182 | |
| | Total: | |
| | 398 | |

| Program or Region | Total | |
|-------------------|-------|--|
| AO | 13 | |
| OAR | 2 | |
| OARM | 28 | |

| Program or Region | Total | |
|-------------------|--------|--|
| OCFO | 16 | |
| OCSPP | 13 | |
| OECA | 40 | |
| OEI | 16 | |
| OGC | 1 | |
| OITA | 3 | |
| OLEM | 10 | |
| ORD | 30 | |
| OW | 22 | |
| Region 1 | 24 | |
| Region 10 | 3 | |
| Region 2 | 7 | |
| Region 3 | 42 | |
| Region 4 | 21 | |
| Region 5 | 26 | |
| Region 6 | 34 | |
| Region 7 | 32 | |
| Region 8 | 3 | |
| Region 9 | 12 | |
| | Total: | |
| | 398 | |

Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 7/17/2017 12:19:02 PM
To: Terris, Carol [Terris.Carol@epa.gov]; Bloom, David [Bloom.David@epa.gov]
Subject: FYI --- VERA VSIP Applications Received

From: "Martinson, Alice" <Martinson.Alice@epa.gov>

Date: July 14, 2017 at 4:17:58 PM EDT

Subject: VERA VSIP Applications Received

As of 4:15 this afternoon (Friday) , 347 VERA/VSIP applications have been received agency-wide. Below is the breakdown by SSC and then by Program/Region.

Please note that we have received some duplicates and are working to eliminate those as we identify them.

| HR Shared Service Center | Total |
|--------------------------|--------|
| Cincinnati | 156 |
| ERD | 3 |
| Las Vegas | 36 |
| RTP | 152 |
| | Total: |
| | 347 |

| Program or Region | Total |
|-------------------|-------|
| AO | 11 |
| OAR | 2 |
| OARM | 23 |
| OCFO | 15 |
| OCSP | 11 |

| Program or Region | Total |
|-------------------|--------|
| OECA | 40 |
| OEI | 13 |
| OGC | 1 |
| OITA | 3 |
| OLEM | 10 |
| ORD | 25 |
| OW | 19 |
| Region 1 | 18 |
| Region 10 | 3 |
| Region 2 | 6 |
| Region 3 | 35 |
| Region 4 | 18 |
| Region 5 | 20 |
| Region 6 | 30 |
| Region 7 | 31 |
| Region 8 | 3 |
| Region 9 | 10 |
| | Total: |
| | 347 |

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)

Research Triangle Park, NC 27711

voice: 919-541-5420

fax: 919-541-1360



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Message

From: Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]
Sent: 7/17/2017 8:10:59 PM
To: Bloom, David [Bloom.David@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]
Subject: VERA VSIP Applications Received as of 4pm today

FYI ...

From: Helm, Arron
Sent: Monday, July 17, 2017 4:08 PM
To: Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: VERA VSIP Applications Received

From: Martinson, Alice
Sent: Monday, July 17, 2017 4:02 PM
To: Helm, Arron <helm.aron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Atkinson, Ryan <atkinson.ryan@epa.gov>; Taylor, Jeremy <taylor.jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <davis.cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Ashley, Cheryl <Ashley.Cheryl@epa.gov>; Scribbs, Alison <scribbs.alison@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>
Subject: VERA VSIP Applications Received

As of 4:00 this afternoon, 377 VERA/VSIP applications have been received agency-wide.
Below is the breakdown by SSC and then by Program/Region.

| HR Shared Service Center | Total |
|--------------------------|--------|
| Cincinnati | 165 |
| ERD | 3 |
| Las Vegas | 38 |
| RTP | 171 |
| | Total: |
| | 377 |

| Program or Region | Total |
|-------------------|-------|
| AO | 12 |

| Program or Region | Total |
|-------------------|-------|
| OAR | 2 |
| OARM | 26 |
| OCFO | 16 |
| OCSPP | 12 |
| OECA | 40 |
| OEI | 15 |
| OGC | 1 |
| OITA | 3 |
| OLEM | 10 |
| ORD | 29 |
| OW | 20 |
| Region 1 | 21 |
| Region 10 | 3 |
| Region 2 | 7 |
| Region 3 | 40 |
| Region 4 | 19 |
| Region 5 | 24 |
| Region 6 | 32 |
| Region 7 | 31 |
| Region 8 | 3 |
| Region 9 | 11 |

| Program or Region | Total |
|-------------------|-------|
|-------------------|-------|

Total:

377

~ Alice

Alice Martinson
Acting Section Chief, RTP-SSC
U.S. Environmental Protection Agency
OARM/HRMD-RTP (MD-C639-02)
Research Triangle Park, NC 27711
voice: 919-541-5420
fax: 919-541-1360



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To: jlshowman5 [Ex. 6 - Personal Privacy] jlshowman5 [Ex. 6 - Personal Privacy]
From: Showman, John
Sent: Fri 7/7/2017 6:31:08 PM
Subject: FW: Detailed V/V Email - Preview - This is about the best I can do with all the tables, etc.

From: Jablonski, Janice
Sent: Friday, July 07, 2017 2:13 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Detailed V/V Email - Preview - This is about the best I can do with all the tables, etc.

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered to employees in OARM will be 98. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Human Resources Shared Service Center in Cincinnati (for OARM employees at Headquarters and in Cincinnati) or in RTP (for OARM employees in RTP) can provide you with more

information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate. Attachment C provides contact information for this purpose.

If you decide to apply, you should do so early in the application period, which opens on July 12, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 12, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.

Applications will only be accepted during this period using the online application system. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

Attachments

Attachment A

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIP Positions to be Offered |
|-----------------|--|-------|------------------------------|---|
| OARM-Cincinnati | 1654-Printing Services | 13 | Ex. 6 - Personal Privacy | 3 |
| | 318-Secretary | 9 | | |
| | 343-Management and Program Analysis (Records Management) | 13 | | |
| | Total | | | |

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIP Positions to be Offered |
|----------|--------------------------------|-------|------------------------------|---|
| OARM-RTP | 201-Human Resources Management | 12 | Ex. 6 - Personal Privacy | 2 |
| | 801-General Engineering | 14 | | |
| | Total | | | |

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIP Positions to be Offered |
|--------|-----------------------------------|-------|------------------------------|---|
| OROM | 1001-General Arts and Information | | | |
| | Total | | | |

| | |
|------------|--|
| OROM/AOSD | 301-Miscellaneous Administration and Program |
| Total | |
| OROM/RAPD | 301-Miscellaneous Administration and Program |
| Total | |
| OROM/FACMD | 343-Management and Program Analysis |
| OROM/RAPD | 343-Management and Program Analysis |
| OROM/AOSD | 343-Management and Program Analysis |
| OROM/FACMD | 905-General Attorney |
| Total | |

| Office/Section | Number of Positions Targeted | Maximum Number of VERA/VSIPs to be Offered |
|--|--------------------------------|--|
| Office of Procurement Acquisition Management | 13 Ex. 6 - Personal Privacy | 16 Ex. 6 - Personal Privacy |
| Total | 25 | 16 |
| Office of Management Support Services Center | 1 Ex. 6 - Personal Privacy | 1 Ex. 6 - Personal Privacy |
| Total | 1 | 1 |
| Office of Information Technology Management | 13 Ex. 6 - Personal Privacy | |
| Total | | |
| Office of Management Support Services Center | 1 Ex. 6 - Personal Privacy | |
| Total | 1 | 1 |
| Office of Management Support Services Center | 3 Ex. 6 - Personal Privacy | |
| Total | 3 | 3 |
| Office of Policy and Oversight Division | 9 Ex. 6 - Personal Privacy | |

| | | | | | |
|---|-------|---|--------------------------|---|--|
| OASD Superfund/RCRA/Regional Secretary Ops Division | | | Ex. 6 - Personal Privacy | | |
| | Total | 2 | | 2 | |
| OASD Management 1 Office Automation Center and Assistance | | | Ex. 6 - Personal Privacy | | |
| | Total | 1 | | 1 | |
| OASD 12 Administrative Officer | | | Ex. 6 - Personal Privacy | | |
| | Total | 1 | | 1 | |
| OASD/Acting Management and Program Analysis Center Partners | | | Ex. 6 - Personal Privacy | | |
| | Total | 3 | | 3 | |
| OASD 13 Accounting and Over Se Ce | | | Ex. 6 - Personal Privacy | | |
| | Total | 4 | | 2 | |
| OASD RTP 12 Procurement and Over Se Ce | | | Ex. 6 - Personal Privacy | | |
| | Total | 6 | | 4 | |
| Office Grade Number Maximum of Number Positions Targeted to be | | | 4/10/VISPs | | |

| | | Offered |
|-------------|---|--------------------------|
| 0210- 13 2 | Information Technology Management/ITD | Ex. 6 - Personal Privacy |
| Total | 4 | 2 |
| 0210- 14 2 | HR/ITD/Employee Services/Miscellaneous Administration and Program | Ex. 6 - Personal Privacy |
| Total | 5 | 2 |
| 0210- 06 1 | Miscellaneous Clerk and Assistant | Ex. 6 - Personal Privacy |
| Total | 1 | 1 |
| 0210- 04 1 | Policy, Planning and Automation Training Division Assistance | Ex. 6 - Personal Privacy |
| Total | 1 | 1 |
| 0210- 14 14 | Management and Program Analysis | Ex. 6 - Personal Privacy |
| Total | 16 | 5 |

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIPs to be Offered |
|---------------------------------------|------------------------|-------|------------------------------|--|
| OGD/Fellowships, IAGs and SEEs Branch | 1109-Grants Management | 12 | Ex. 6 - Personal Privacy | |
| | | 13 | | |
| | | 14 | | |
| OGD/National Policy, Training and | 1109-Grants Management | 13 | | |
| | | 14 | | |

| | | | | |
|---|---------------------------------------|----|--------------------------|---|
| Compliance | | | | |
| OGD/Suspension and Debarment | 1109-Grants Management | 14 | Ex. 6 - Personal Privacy | |
| OGD/Grants Management Branch | 1109-Grants Management | 15 | | |
| Total | | | 9 | 6 |
| OGD/National Policy, Training and Compliance Division | 303-Miscellaneous Clerk and Assistant | 8 | Ex. 6 - Personal Privacy | |
| Total | | | | |
| OGD/Resource Management Staff | 343-Management and Program Analysis | 14 | Ex. 6 - Personal Privacy | |
| Total | | | | |
| OGD/Suspension and Debarment | 1801 - Compliance Specialist | 13 | | |
| Total | | | | |

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIPs to be Offered |
|-------------------------------------|--|-------|------------------------------|--|
| Office of Administrative Law Judges | 301-Miscellaneous Administration and Program | 12 | Ex. 6 - Personal Privacy | |
| Total | | | | |

| Office | Title/Series | Grade | Number of Positions Targeted | Maximum Number of VERA/VSIPs to be Offered |
|--|--|-----------|------------------------------|--|
| Office of Administration/Headquarters Service Branch/Headquarters Operations Branch | 342-Support Services Administration | 12 | Ex. 6 - Personal Privacy | |
| | | 13 | | |
| | | 14 | | |
| | | 15 | | |
| Total | | | 11 | 10 |
| OA | 343-Management and Program Analysis | 7 | Ex. 6 - Personal Privacy | |
| | | 12 | | |
| | | 13 | | |
| | | 14 | | |
| | | 15 | | |
| Total | | | 29 | 10 |

Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) ELIGIBILITY

NOTE: This chart is intended to provide information about general eligibility. If you have any questions about whether or not you meet any of the criteria, you should apply, so the Human Resources Shared Service Center can make an official determination.

| You ARE eligible for a VSIP if you: | You ARE eligible for VERA if you: | You are NOT eligible for VSIP if you: |
|---|---|---|
| are serving under an appointment without time limitation | meet the minimum age and service requirements: | are a reemployed annuitant |
| | <ul style="list-style-type: none"> - at least age 50 with at least 20 years of credible federal service OR | |
| | <ul style="list-style-type: none"> - any age with at least 25 years of creditable federal service | |
| have been currently employed by the federal government for a continuous period of at least three years | have been continuously employed by the Agency for at least 31 days before the date your region or program office initially requested OPM approval for VERA | have a disability such that you are or would be eligible for disability retirement |
| are serving in a position covered by your region or program office's VSIP offer | are serving under an appointment without time limitation | have received a decision notice of involuntary separation for misconduct or unacceptable performance |
| apply for and receive approval for a VSIP from the Agency | have not received a final removal decision based on misconduct or unacceptable performance | have previously received a VSIP from the federal government |
| separate by September 2, 2017 | are serving in a position covered by your region or | performed service during the 36-month period preceding the date of |

| | |
|--|--|
| <p>program office's VERA offer</p> <p>retire under the VERA option during your program or region's VERA window</p> | <p>separation for which a student loan repayment benefit was paid or is to be paid</p> <p>performed service during the 24-month period preceding the date of separation for which a recruitment or relocation bonus was paid or is to be paid</p> <p>performed service during the 12-month period preceding the date of separation for which a retention bonus was paid or is to be paid</p> |
|--|--|

Attachment C

POINTS OF Contact

If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact the HR Shared Service Center as shown below. You may also contact the SSCs if you have questions about FedHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.

For OARM employees located in Washington, DC or Cincinnati, OH

Email: CIN_HRSSC_Benefits_Central@epa.gov

Include "VERA/VSIP Related Request" in your email subject line.

Telephone: 513-569-7699

For OARM employees located in RTP, NC

-

Email: ESC-SSC-RTP@epa.gov

Include “VERA/VSIP Related Request” in your email subject line.

Telephone: Cynthia Burt, 919-541-0309

If you have specific questions about OARM’s VERA or VSIP package, please contact your Office Director:

OROM:

Lynnann Hitchens

202-564-3184

hitchens.lynnann@epa.gov

OA

Vaughn Noga

202-566-0307

noga.vaughn@epa.gov

OHR

Linda Gray

202-564-2275

gray.linda@epa.gov

OAM

OGD

Denise Polk

202-564-5306

polk.denise@epa.gov

OARM-Cincinnati

Rick Carter

513-569-7910

carter.rick@epa.gov

OARM-RTP

Arron Helm

919-541-2258

helm.aron@epa.gov

Kimberly Patrick

202-566-2605

patrick.kimberly@epa.gov

Attachment D

HOW AND WHEN TO APPLY For VERA and VSIP

Before You

Read the memorandum from your region or program office announcing the VERA and VSIP. You should apply only if you are in a targeted position by reviewing Attachment A. If you are interested in the VERA and/or VSIP but are unsure about your eligibility, you should apply during the application window, so the SSC can make an official determination.

Apply

The Office of Personnel Management has information on its website regarding VERAs and VSIPs. You may view additional information on the agency's VERA/VSIP intranet site. If you need additional information, call or email the SSC points of contact identified in Attachment C.

Where to Find
Additional Information
Estimating Retirement
Pay

There are two methods for you to obtain an annuity estimate. The FedHR Navigator allows you to estimate your own basic annuity. A webinar with instructions on using the FedHR Navigator can be found at <http://intranet.epa.gov/policy/buyouts/pdfs/FHR-Navigator-Webinar.pdf>.

Or, you may contact the SSC identified in Attachment C to request an annuity estimate.

Application Window

The application window (the time during which you must apply for a VERA or VSIP) opens July 12, 2017, and closes at 11:59 pm Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. Eastern standard time on July 12, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first service basis. Applications submitted after 11:59 p.m. EST, July 26, 2017, will not be considered.

Application

Step 1: From your EPA computer, login to the online application at <http://drupal.rtp.epa.gov/veravsip/>

Process

Step 2: Complete your application and press submit when you have fully completed all of the blocks. If you need assistance completing this form and/or you require an alternative application method, please contact your supervisor or the contact identified in Attachment C for assistance in submitting an application.

You should apply early in the application window in case you experience any problems or issues in applying.

Step 3: You will receive an email notification from the VERA/VSIP online system when your application is received.

After You Apply

The servicing SSC will review your application and notify you of your eligibility. You should receive a notification no later than August 2, 2017. If you are eligible and your application is approved, the SSC will ask you to complete the necessary paperwork to process your separation.

Message

From: Walsh, Ed [Walsh.Ed@epa.gov]
Sent: 8/8/2017 8:26:59 PM
To: Greaves, Holly [greaves.holly@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: Re: Buyout pay

My folks are not aware of any government wide efforts.

They just know about the DOD buyout at \$40k.

Thanks

Ed

On Aug 8, 2017, at 3:55 PM, Greaves, Holly <greaves.holly@epa.gov> wrote:

Thank you, both would be helpful. Ryan has asked for some more information.

From: Vizian, Donna
Sent: Tuesday, August 8, 2017 3:12 PM
To: Greaves, Holly <greaves.holly@epa.gov>; Walsh, Ed <Walsh.Ed@epa.gov>
Subject: RE: Buyout pay

I can check with OPM

From: Greaves, Holly
Sent: Tuesday, August 08, 2017 2:47 PM
To: Walsh, Ed <Walsh.Ed@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Subject: Buyout pay

Donna/Ed,

Do you know if the proposal to increase Federal buyouts from \$25,000 to \$40,000 government-wide was included in the Defense minibus? Or generally, where this proposal currently stands?

<https://www.washingtonpost.com/news/powerpost/wp/2017/07/11/trump-administration-wants-to-boost-value-of-federal-employee-buyouts/>

<http://www.govexec.com/pay-benefits/2017/07/white-house-wants-increase-federal-employee-buyout-payments/139353/>

Thank you,
Holly

Message

From: Greaves, Holly [greaves.holly@epa.gov]
Sent: 8/8/2017 8:00:44 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: RE: Buyout pay

Thank you!

From: Vizian, Donna
Sent: Tuesday, August 8, 2017 3:59 PM
To: Greaves, Holly <greaves.holly@epa.gov>; Walsh, Ed <Walsh.Ed@epa.gov>
Subject: RE: Buyout pay

I left a message for my main contact in OPM.

From: Greaves, Holly
Sent: Tuesday, August 08, 2017 3:55 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Walsh, Ed <Walsh.Ed@epa.gov>
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<http://www.govexec.com/pay-benefits/2017/07/white-house-wants-increase-federal-employee-buyout-payments/139353/>

Thank you,
Holly